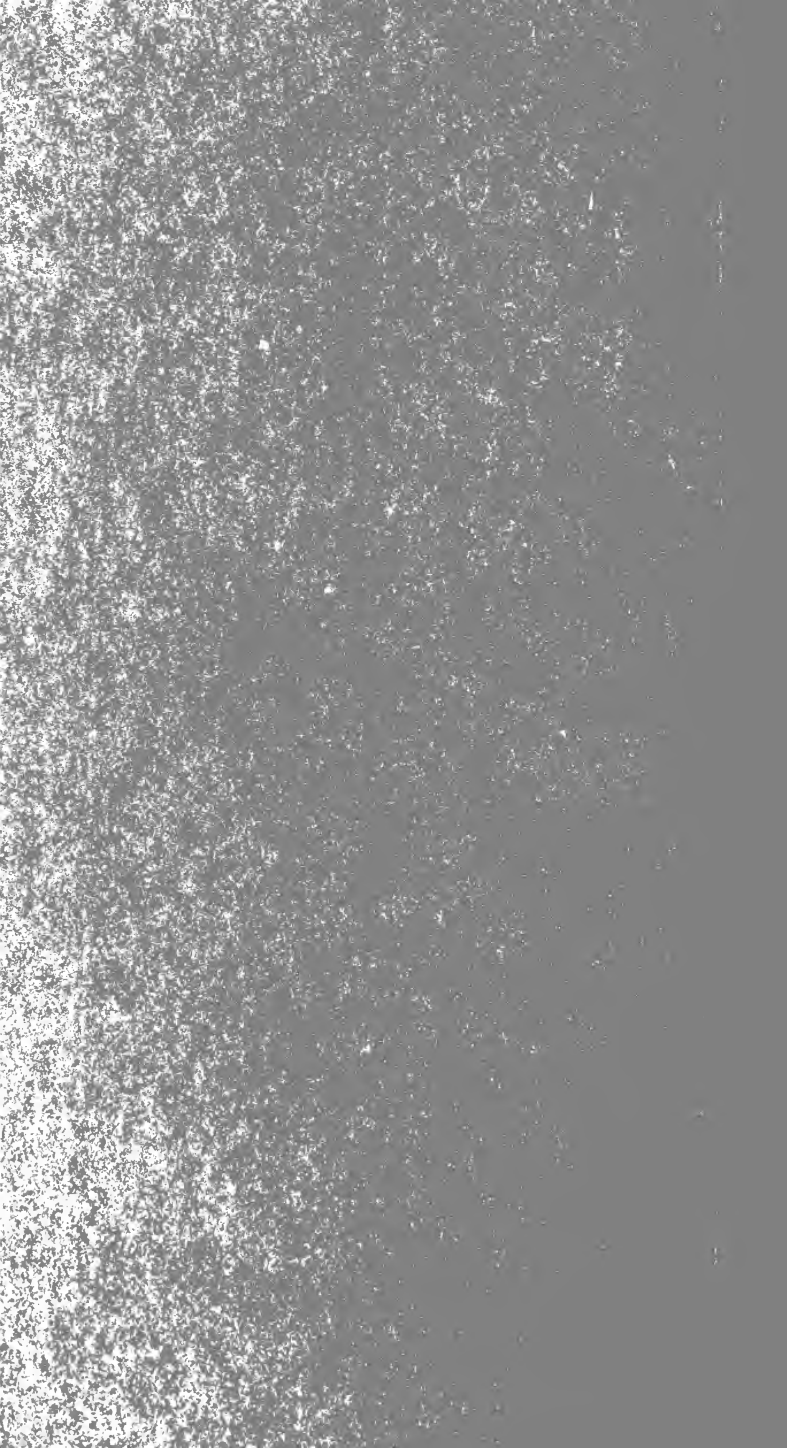


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**RULES**  
**GOVERNING THE**  
**BOARD OF EDUCATION**  
**AND VARIOUS DEPARTMENTS**

**CLEVELAND**  
**1915**



**R U L E S**  
governing  
**THE**  
**BOARD OF EDUCATION**  
of the  
**CITY SCHOOL DISTRICT**  
of the  
**CITY OF CLEVELAND**  
and  
**VARIOUS DEPARTMENTS**  
**OF THE BOARD**

*Cleveland, Board of education.*

**1 9 1 5**

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# **SCHOOL HEADQUARTERS**

**Rockwell Avenue and E. 6th Street  
CLEVELAND**

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## **TELEPHONES**

**MAIN 4823 - ERIE 150**

**D. of D.**

**MAY 31 1916**

2/16/11 382-  
**Members, January 1915**

**Term Expiring January, 1916**

GEORGE C. ASHMUN. . . . . 1965 E. 101st St.  
Bell Telephone, Garfield 15-J  
VIRGINIA D. GREEN. . . . . 2118 E. 40th St.  
Bell Telephone, Rosedale 1907-W  
D. C. WESTENHAVER. . . . . 929 Garfield Bldg.  
Bell Telephone, Main 4152

**Term Expiring January, 1918**

EDWARD BUSHNELL. . 705 Soc. for Sav. Bldg  
Bell Telephone, Main 2174  
O. K. DORN. . . . . 1832 E. 6th St. 5934  
Bell Telephone, Garfield 291-W  
EMMA M. PERKINS. . . 2125 Adelbert Rd.  
Bell Telephone, Garfield 291-W  
E. M. WILLIAMS. . . . . 601 Canal Rd.  
Bell Telephone, Main 4200

**Organization for 1915**

D. C. WESTENHAVER. . . . . President  
E. M. WILLIAMS. . . . . Vice President  
J. M. H. FREDERICK. . . Supt. of Schools  
F. G. HOGEN. . . . . Director of Schools  
SARAH E. HYRE. . . . . Clerk  
W. H. GRAY. Secy. to the Director of Schools  
F. C. BEYER. . Secretary to the sup't of Schools  
J. N. STOCKWELL. . . . . Counsel  
WM. DAMM. . . . . Treasurer

**COMMITTEES FOR THE YEAR 1915**

EDUCATIONAL MATTERS: Miss Perkins,  
Mr. Bushnell, and Mr. Dorn.  
BUSINESS MANAGEMENT: Mr. Bushnell,  
Miss Perkins, and Mr. Williams.  
RULES: Dr. Ashmun, Mrs. Green, and Mr.  
Dorn.  
NEW BUILDINGS AND SITES: Mr. Williams,  
Mr. Bushnell, and Mrs. Green.  
MAINTENANCE: Mr. Dorn, Dr. Ashmun, and  
Miss Perkins.  
SOCIAL WELFARE: Mrs. Green, Mr. Williams,  
and Dr. Ashmun.

# **RULES GOVERNING THE BOARD OF EDUCATION SECTION I.**

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## **A—Organization.**

On the first Monday in January of each year the Board shall elect a President, Vice President and Clerk.

## **B—Duties of the President**

(a)—It shall be the duty of the President to preside over all sessions of the Board, to maintain order, to enforce the rules, and on or before the third regular meeting of the Board appoint the following standing committees:

Committee on Educational Matters.  
Committee on Business Management.  
Committee on Rules.  
Committee on New Buildings and Sites.  
Committee on Maintenance.  
Committee on Social Welfare.

(b)—The President shall be a member ex-officio of all committees, with full power to vote, and while not required to attend all Committee meetings, he shall keep himself informed as to the business of the various committees and retain a general oversight over their work.

(c)—The President shall see that due notice is given to the Board of all requirements of the laws enacted by the General Assembly of the State of Ohio for the establishment and regulation of the schools in this city school district, and shall perform such other duties as may by custom, law or the rules of the Board, devolve upon him.

(d)—In the absence or inability to act of the President, the Vice President shall perform the duties of the office of President. In the absence of the President and Vice President the Board shall, by a viva voce vote, choose a President

pro tem, the Clerk asking for nominations. On the appearance of the President or Vice President the President pro tem shall vacate the chair.

### **C—Meetings of the Board**

(a)—The Board shall meet on every Monday afternoon during the school year, and on every first and third Monday of the month during July and August. Whenever the regular meeting falls on a legal holiday, the meeting shall be held the next business day thereafter. Meetings shall be called promptly at 4 P. M.

(b)—Special meetings shall be held at any time at the call of the President or Clerk or any two members of the Board, provided that due notice thereof be given to all members at least twenty-four hours before the meeting. All meetings of the Board shall be open to the public.

### **D—Quorum**

A majority of all the members shall constitute a quorum for the transaction of business, but a smaller number may vote to send for absent members, or call the roll, record the names of the absentees and adjourn.

### **E—Order of Business**

At all regular meetings, after the calling of the roll and reading and disposition of the minutes, the order for business shall be as follows:

1. Unfinished business.
2. Petitions, communications and reports of committees.
3. New and miscellaneous business.

### **F—Parliamentary Rules**

#### *a—Roberts' Rules of Order*

For the general transaction of business the ordinary parliamentary rules shall be observed: and in case any disputed question shall arise, Roberts' Rules of Order shall be taken as authority.

### *b—Precedence of Subsidiary Questions*

While a question is pending, no motion shall be received but to adjourn, to lay on the table, for the previous question, to postpone to a certain day, to commit to a committee, or to amend, which several questions shall have precedence in the order in which they are arranged, and the first three of which shall not be debatable.

### *c—The President's Vote*

The President shall have a vote upon all questions and may take part in the debate. Whenever the vote shall be a tie, the motion pending shall be considered lost.

### *d—Appeals*

Any member may appeal from the decision of the chair, or call for the yeas and nays.

### *e—Reconsideration of Questions*

A question decided by the Board shall not be raised again till after the next annual election of officers, unless leave to introduce the same be granted by a vote of two-thirds of all the members of the Board, but this rule shall not be so construed as to prevent a motion to reconsider, provided said motion be made during the same session or at the next regular meeting succeeding the one at which the original action was taken, and provided, furthermore, that said motion be made by a member who voted with the majority.

### *f—Rules of Speaking*

A member shall speak not longer than five minutes at any time, nor more than once upon the same question at any one meeting, until all other members shall have had an opportunity to speak upon the same, unless by leave of the majority of the members present; nor shall he speak more than twice upon the same question except by leave of the majority of the members present.



### *g—Vote*

Every member must vote upon every question on which the roll is called, unless excused by the chair. Should there be any objection, however, to such excuse, he shall be compelled to vote, unless excused by a vote of the majority of the members present.

(a)—A member shall not leave a meeting unless excused by the chair. Failing to obtain such consent, he may, nevertheless be excused by a vote of a majority of the members present.

(b)—In the event of a breach of decorum, the course to be pursued shall be that laid down in Roberts' Rules of Order.

### *h—Communications*

Verbal communications from persons other than members or officers of the Board shall be received only by special permission of a majority of the members present.

### *i—Amendments*

An addition to or amendment of the rules of the Board shall be presented in writing at a regular meeting and lie over at least one week from the time of its introduction.

Whenever any rule or resolution of the Board or any section thereof shall be amended, the original rule, resolution, or section shall thereby be repealed, and the amended one substituted for it.

### *j—Suspension of Rules*

Any rule of the Board may be suspended by a two-thirds vote of the entire Board, which vote shall be by yeas and nays, and shall be entered upon the Journal.

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## **RULES GOVERNING DEPARTMENTS SECTION II.**

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A—the Board shall make rules and regulations for the guidance of the Superintendent, Director and Clerk, and shall require each to submit rules governing the employes in their

respective departments, which shall be approved by the Board.

Such rules and regulations shall be deemed a part of the contract of employment of such officers, appointees and employes, and any breach of duty or of good faith on the part of any such officer, appointee or employe, shall render such derelict party liable to the discipline of the Board, which may, in the discretion of the Board, be dismissal.

### **Changes of Salaries**

B—The salary of any officer, teacher, or custodian shall not be increased or diminished either directly or indirectly, during the time for which he or she may have been employed, except in case the Board requires other services, in addition to those for which the person was appointed; nor in any such case, unless the compensation for said extra services be fixed by the Board at the time the same are required.

### **Political Activity**

C—Employes of the Board of Education in the Department of Instruction, including principals and teachers, and in the Executive Department and in the Clerk's office shall not at any time engage in or take part in active efforts in person or in combination with any other person or persons to secure or prevent the nomination or election of any person or persons to the membership on the Board of Education of the City School District of the City of Cleveland, and under no circumstances shall any employe, appointee, head of division or head of department solicit, receive or hold money to be used for the purpose of aiding or preventing the nomination or election of any person or persons to membership on the Board of Education, or to influence or control the action of the Board of Education or of their superior officers in appointments or promotions in the Executive Department or the Department of Instruction.

This rule shall not be construed to limit or prevent the exercise of any right or rights of citizenship.

#### **D—Resolution No. 4154.**

Whereas it is currently reported that certain teachers now employed in the Public School System of the Cleveland School District have determined to organize within the School System a so-called teachers' union, and to affiliate the same with the American Federation of Labor, and

Whereas, the action above recited has been taken in disregard of the judgment and disapproval of this Board, which judgment and disapproval had been previously expressed in a resolution of this Board and communicated to the teachers of the Public School System,

Therefore, be it resolved:—

(1) That this Board reiterates and reaffirms its judgment and opinion that an organization of teachers within the System in affiliation with an organization outside of the System is detrimental to the public welfare and harmful to the best interests of the Public School System.

(2) That it is the rule of this Board, and to be and become a part of the contract of employment with any teacher hereafter appointed or re-appointed, that membership in an organization as is above described shall be regarded as a breach of the contract of employment and the equivalent of a resignation of such employment, and the acceptance hereafter of an appointment as a teacher will be regarded as an acceptance of this rule.

(3) That the Superintendent of Schools be, and is instructed to bring this resolution forthwith to the attention of all teachers now employed in the Cleveland School System, and to observe and enforce the same hereafter in making all appointments or re-appointments of teachers in said System.

*NOTE:—The enforcement of the forgoing rule is enjoined by judgment of the Court of Common*

*Pleas, which judgment is in process of review in the Court of Appeals and the Supreme Court of the State.*

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## **RULES GOVERNING THE CLERK'S DEPARTMENT SECTION III.**

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### **A—Record of Proceedings**

It shall be the duty of the Clerk of the Board of Education to attend all sessions of the Board, keep an accurate record of the proceedings and index the book kept for this purpose.

### **B—Correspondence and Bonds**

The Clerk shall also receive, open and properly dispose of all communications addressed to the Board of Education, and shall have charge of the bonds of the Director of Schools and Treasurer. and preserve the same as required by law.

### **C—Notice of Special Meetings**

The Clerk shall notify members of the Board of Education of special meetings, as required by Sec. 4751 O. G. C.

### **D—Business Records**

The Clerk shall keep a regular docket, and place upon the same all reports due at certain periods, pursuant to the rules and regulations of the Board. The Clerk shall likewise place upon the docket all resolutions, reports, applications and communications which are referred to committees or officers; and shall keep all such matters standing until they are disposed of by report and action of the Board or by default.

### **E—Notice to Committees**

The Clerk shall, when any application, resolution, proposition, or other business has been referred to a committee, within a reasonable time thereafter, notify the chairman of such committee in writing of such reference, furnishing him with an extract of the subject thereof, and with such books, maps, plans and documents in the possession of the Board of Education as may be required.

### **F—Committee Meetings**

The Clerk shall call committees together at the request of their respective chairmen, or in case the chairman refuses or neglects to do so at the request of the balance of the committee.

### **G—Notice to Director**

The Clerk of the Board, not later than noon of the day following a Board meeting, shall furnish to the Director of Schools information sufficient to identify each resolution adopted at that meeting, giving resolution numbers, and for resolutions authorizing expenditures of money, the information shall include the fund from which amount is to be drawn, the amount authorized and the firm to whom payment will be made.

### **H—Copies of Resolution**

The Clerk shall furnish all officers or employes of the Board of Education and all other persons directly interested, copies of the Official proceedings, as soon as printed.

### **I—Enumeration**

The Clerk shall, in accordance with the laws of Ohio, annually cause to be taken an enumeration of the unmarried youth between the ages of six and twenty-one years, residing in the several wards or school districts of the city, and on or before the second Monday of July certify the same to the auditor of Cuyahoga County, according to the full requirements of said law.

### **J—Auditor.**

The Clerk shall act as auditor for the Board in accordance with law.

### **K—Office Hours.**

The Clerk shall devote all his time exclusively to the duties of the position, and shall keep the office open from 8:30 A. M. to 5:00 P. M., excepting that on Saturdays, the hour for closing shall be twelve o'clock noon.

At all times between the hours herein mentioned an employe competent to give information with relation to work and records of the office shall be in charge.

**L—The Suspense Fund Affecting  
All Night School and Manual  
Training Fees as Provided by  
Resolution No. 3326.**

The Treasurer and the Clerk of this Board shall establish and keep an account to be known as "Suspense Fund" in their separate offices. charging such fund with all money that is received and crediting it with all money withdrawn from said fund.

No amounts shall be paid into or withdrawn from said fund, except in the manner provided by law for receipts and disbursements in the regular school funds.

Upon receipt of such funds, the Treasurer shall deposit same in the depositories of the Board with other school funds, and interest, if any, shall be credited to the Board of Education in the same manner as interest on regular funds.

The Clerk is authorized to issue orders on the Suspense Trust Fund for payment of properly certified refund claims in the same manner and over the same signatures that regular funds are disbursed.

At the close of term or period for settlement of refund claims, and as soon as possible after such obligations have been discharged, the Clerk shall issue orders in favor of the Treasurer of the Board, for the balance remaining in said fund, and the Treasurer, upon receipt of order accompanied by a regular receiving warrant, shall deposit the amount to the credit of the Board of Education in the proper school fund.

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**RULES GOVERNING  
THE TREASURER  
SECTION IV.**

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The Treasurer of this Board shall at all times retain in his office an amount of \$2500, as provided by resolution No. 3326, and he is hereby authorized to use or expend the same from time to time and for the purposes following, to-wit;

The payment of employes whose service has been rendered or terminated before the payroll is due and payable.

And the said Treasurer is hereby authorized to so expend or use said moneys without further warrant or order and shall fully account therefor at the expiration of his term of office and at such other times as may be required by the Board of Education.

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## **RULES GOVERNING THE EXECUTIVE DEPARTMENT SECTION V**

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A—The Director of Schools shall devote all his time to the duties of his office and shall give a bond in the sum of \$10,000 with sureties to be approved by resolution of the Board.

B—The duties of the Director are executive. He shall have charge and supervision of all property of the Board of Education as defined and embodied in Section 7696 O. G. C.

C—The Director shall make rules for the government of his subordinates, said rules to be subject to the approval of the Board.

D—All of the offices under the direct supervision of the Director shall be open between the hours of 8:30 A. M. and 5 P. M. except on Saturday, when offices shall be open between 8 A. M. and 12 M. At all times between the hours herein mentioned, an employe competent to give information with relation to work and records of the division shall be in each respective office.

Employes in the Division of High School Stenographers shall serve for the period each year that the schools are in regular session, as provided by the Board of Education, and the hours of said service in Academic High Schools and in the Normal school shall be from 7:30 A. M. to 3:30 P. M. and in Technical and Commercial High Schools from 8 A. M. to 4 P. M.,

each day school is in session and for such period on Saturday of each week school is in session as may be prescribed by the Principal of the school in which said stenographers may be employed.

E—The Director shall, subject to the supervision and approval of the President of the Board prepare all payrolls upon the data and information furnished him.

### **Repair Work**

F—Wherever repair work is to be done by direct labor, the head of the Division of Buildings shall file an estimate of the work contemplated showing the probable cost of labor and material, said estimate together with the actual cost of the work when completed to be kept in the office of the Director of Schools and to be open to inspection. Work shall not be performed on an estimate until the estimate is approved by the Director. All estimates for labor and material for a single unit of work contemplating the expenditure of \$250 and over shall be authorized and approved by the Board of Education.

### **Relative to Contracts**

G—When informal contracts are made between this Board and any company said company must file in addition to their business title, the name of at least two members of the company and firm to be on file in the office of the Director of Schools and open to inspection.

H—Before an agreement for any kind of work which is to be paid for by the Board and which is entered into without competitive bidding, is entered upon, the head of the division in which or for which the work is to be performed, shall make an estimate of the probable cost of said repair to the Director of Schools to be on file in his office as information for the Board of Education and open to inspection.

I—The Director of Schools shall report for the approval by the Board the employment of any person or persons within the Executive Divi-



sion. This rule does not apply to tradesmen in the Division of Buildings. The number of said tradesmen shall be reported to the Board at intervals of not to exceed thirty (30) days duration.

### **Preparation of Payroll.**

J—The Director shall prepare all payrolls, upon the data and information furnished him, subject to the supervision and approval of the President of the Board.

K—The Director shall be responsible to the Board for the strict observance of these rules by his appointees in all departments.

### **L—Appropriation and Audit of Funds**

(a)—The Contingent and Building Funds shall be appropriated for the different purposes and objects of the Board of Education under the headings and classifications prescribed by the State Bureau of Inspection and Accounting, the same to be made semi-annually on the basis of actual and estimated receipts during the fiscal half year, and that an account of each appropriation shall be kept in the Auditing Division of the department of the Director of Schools.

(b)—All orders or warrants for the expenditure of money must, before liability is incurred, bear the certification of the Auditing Clerk, that there has been appropriated money to the fund from which the amount is to be taken, and that money remains to the credit of said appropriation sufficient to meet the contemplated obligation, and that the certification of the Auditing Clerk that there is funds on hand, shall bear with it a certification that there is a balance to the credit of specified appropriation and that the money to be expended is being drawn from the proper appropriation.

And, further, the Accounting Division of the Executive Department shall be charged with the duty of distributing to expense accounts all disbursements of the Board of Education. All matters of accounting upon which agreement

cannot be reached shall be referred to the Business Management Committee of the Board for adjustment.

### **Order for Purchase of Materials or Supplies**

(c)—All orders issued for the purchase of materials or supplies or the performance of services to be rendered other than by regular employees of the Board whose compensation may be otherwise provided for shall, before incurring any such obligation involving the expenditure of money, bear the certification of the Auditing Clerk that there has been appropriated funds from which the same is to be taken, and that there remains to the credit of said appropriation sufficient money to meet the contemplated obligation, and such certification shall bear with it the certification that money is being drawn from the proper appropriation.

(d)—The Auditing Clerk shall maintain records upon which certification must be based, and further, that all orders or warrants when submitted for certification shall state the authority for their existence, that is, if authorized by resolution of the Board, the resolution number shall be given, or if on contract, number must be given, or if by informal competitive bidding, the proposals shall be attached thereto.

(e)—All bills ready for payment shall be certified by the Auditing Clerk before submission to the Board for action and approval.

(f)—In case orders are submitted to the Auditing Clerk for certification and there is an insufficient balance to the credit of the given appropriation to meet contemplated obligations, then the matter shall be immediately referred to the Committee on Business Management for disposition.

(g)—The Auditing Clerk shall in reference to the matter required in Rules under L of Section 5, report directly to the Board of Education.

(h)—For the purpose of certification of funds as required by section 5660 of the Ohio General Code, the Auditing Clerk shall furnish each

Monday, not later than 12 o'clock noon, a statement of the condition of the various funds to the Clerk of the Board of Education.

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## **RULES GOVERNING THE DEPARTMENT OF INSTRUCTION**

### **SECTION VI**

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A—The Department of Instruction shall be under the supervision and direction of the Superintendent of Schools.

B—The duties of the Superintendent are defined by Section 7703 of the Ohio General Code.

C—The Department of Instruction shall be independent of the Executive Department.

D—The Superintendent of Schools shall formulate rules for the guidance of his subordinates and also for the administration of all schools under his supervision, which rules shall be approved by the Board of Education.

#### **Appointment of Teachers**

E—The Superintendent of Schools shall, at the annual appointment of teachers, make separate lists, placing the elementary teachers and principals together on one list, the high school teachers and principals on another, and the assistant superintendents and supervisors on another. But such classification shall not imply an assignment to any particular class. The Superintendent shall, in making new appointments, transmit therewith in each case, the reason and necessity for such appointment.

F—With the name of every person who is for the first time appointed by the Superintendent as teacher in the public schools of this city, it shall be stated by the Superintendent whether such person has a valid Cleveland certificate, or whether such appointee is a graduate of the Normal School of this city, or of any other normal training school, and a graduate of any college.

## **Bulletins Issued**

G—The Superintendent of Instruction shall furnish to the Clerk of the Board of Education, to be filed by such Clerk, and for distribution to the several members of the Board, all copies of all official bulletins in their order.

H—The Superintendent shall report to the Board in open meeting any requests and suggestions made to him by Board members in favor of, or in behalf of any individual, firm or text, and the reason advanced therefor.

## **Advertisement**

I—A teacher shall not permit time to be occupied in, or about the school building whether during school hours or not, by agents, lecturers, exhibitors, or any other person having a commercial purpose in view, and advertisements shall not be distributed through the schools, except on authority of the Superintendent.

J—Collections of money or goods will not be permitted in the schools except upon special permission by the Board of Education.

The sale, offering for sale, soliciting or advertising for sale by circulars, or otherwise, of tickets cards, prizes, rewards, or other devices for objects and purposes not a part of authorized school exercises and advantages, in school buildings and on school premises, is strictly prohibited. Principals and teachers will report violation of this rule on the part of any person to the Assistant Superintendent of the District.

## **Marriage of Teacher**

K—The marriage of a woman teacher shall be considered as equivalent to and be treated as a resignation of the position; acceptance of appointment includes recognition of this rule.

L—The Superintendent of Instruction may require of an applicant for a position as teacher certificate from an accredited physician, that he or she is physically qualified to perform efficiently the duties of a teacher in the Cleveland Public Schools. If, when required, such a certificate is

not furnished the applicant shall be considered ineligible for appointment.

M—The Superintendent of Schools may grant permission to any Cleveland pupil who has completed the First and Second Year courses in any High School to finish the four years' course in the same school, regardless of a change of residence within the City School District. He may also grant permission to any pupil who has completed the Seventh Grade of any Elementary School to finish the Eighth Grade in the same school, regardless of a change of residence within the City School District.

N—A teacher may be employed at a compensation of not to exceed one hundred and seventy-five dollars (\$175) per school year, whenever, in the discretion of the Superintendent of Schools, it shall be deemed necessary, to render assistance to a pupil who has completed the elementary course in one of the classes for the blind, and who is pursuing the studies of the high school grades.

O—For the purpose of directing and controlling the attendance of pupils, the Superintendent of Instruction shall outline a district with definite boundaries from which pupils may attend each school; such districts shall, when approved by the Board of Education, govern the attendance of the different schools.

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## **RULES GOVERNING THE GENERAL CONDUCT OF THE CLEVELAND PUBLIC SCHOOLS SECTION VII**

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### **A—Terms and Vacations**

All schools shall open on the second Monday of September and continue until the completion of the school year of thirty-eight (38) weeks, exclusive of vacations, said year to be divided into semesters of nineteen (19) weeks each.

The Christmas Vacation shall begin at the close of school the Friday preceding Christmas, except when Christmas falls on Friday, in which event the schools shall close on December 24, and reopen the first Monday of January, except when New Year's Day falls on Monday or Tuesday, in which event they shall reopen January 2, but when New Year's Day falls on Wednesday Thursday or Friday, they shall reopen on the following Monday.

The Spring Vacation shall be fixed for one week, which shall come as nearly as possible in the middle of the period of school extending from the Christmas Vacation to the end of the second semester, the selection of the time of such Spring Vacation to be left to the Superintendent of Schools, who shall announce it as soon after the Holiday Vacation as may be deemed expedient or necessary.

### **Holidays.**

B—Washington's Birthday, the annual Thanksgiving Day, with the following Friday and Decoration Day, shall be the established holidays of the schools. Appropriate exercises, commemorative of these days, shall be held in the several schools, under the direction of the Superintendent of Schools.

### **Library Day**

C—The second Friday in October shall be known as Library Day, when donations of money books or pictures may be received by the several schools.

### **Arbor Day**

D—The day set apart by the proclamation of Governor of the State of Ohio as Arbor Day, shall be observed in all schools with brief exercises, appropriate to the occasion, under the direction of the Superintendent.

### **Use of School Buildings**

E(a)—For other than the regular work of the school shall be under the authority of the Director of Schools subject to the following rules;

1. Each school may be permitted to have two paid entertainments each year for the purpose of creating a fund for pictures, books and other special equipment, provided that there shall be no house to house canvass for the sale of tickets for such entertainment.

2. The Principal at the end of the school year shall forward to the Director of Schools a statement of receipts from such entertainment, articles purchased and amount on hand. Permission by the Director shall not be given for paid entertainments when the funds so created remaining in the treasury of any school amounts to \$100.00 or more.

(b)—For all uses, including Mothers' Clubs, meetings of Improvement Leagues, gymnasium classes, or patriotic clubs, or other gatherings which are helpful to the intellectual, physical and moral welfare of the pupils and patrons of the various districts, the Director shall have full power to grant the use of the school buildings, but such use shall not be permitted to interfere with school work.

(c)—Any group of people or organization desiring to use a school building for the discussion of any question of public policy, or to carry out a program helpful to the community, must file with the Director a petition signed by at least five citizens of the district in which the building is located, and state the object and speakers. The Director shall then have power to grant the use of said buildings and appoint a supervisor for same at an amount not to exceed \$5.00 per night provided that said petitioners assume all other financial responsibility, including \$5.00, said amount to be deposited with the Director when petition is granted, for the janitor, and any damage to the building. Said petitioners shall like-wise be responsible for the success of their meeting which shall be free and open to the public, except when otherwise authorized or permitted by this Board or its rules.

(d)—The use of school buildings shall not be granted for religious meetings.

(e)—The carrying of lighted cigars, cigarettes or pipes into buildings under the control of the Board is strictly forbidden.

### **Display of Flag**

(f)—The United States national flag shall be displayed upon all school houses under control of the Board of Education in accordance with Section 7621, of O. G. C.

(g)—Upon the death of any regular teacher employed within the School District, the Director of Schools shall instruct the custodian of the building at which said teacher was teaching at the time of her death to place the flag of said building at half-mast for a period of three days.

### **Class Colors.**

F—The posting of class colors, society colors, or the like (except for ordinary decoration as directed by principals) in the building or near the school grounds, and all unauthorized physical contests, such as fighting, color-snatching, "rushes" and disorderly games on the part of individuals or classes, are strictly forbidden in both elementary and high schools.

### **Assembling on School Grounds**

G—Pupils will not be allowed to assemble in or about the high school premises before 7:30 o'clock and the elementary school premises before 8 o'clock in the morning, nor to remain on or revisit these premises after dismissal of the school, except by special permission by the principal of the building. No pupil shall leave the school premises during school hours without approval of the principal.

### **Attendance of Teachers and Principals.**

H—The hours named for opening and closing school are those at which recitations begin and end. Time used in dismissal of pupils from the building is not included. Teachers and principals will be in attendance at their respective schoolrooms or offices and ready for the recep-



tion of pupils at least twenty minutes before the time for the opening of school in the morning, and at least fifteen minutes before the time for opening in the afternoon, and will vacate their rooms not earlier than 10 minutes, nor later than 45 minutes after the closing of the last session. They will report monthly on personal report blanks any absence or tardiness on their part, with the cause of same.

**I**—School buildings shall be open for the admission of children to basement or hallways twenty minutes before the commencement of the morning and afternoon sessions.

**J**—Children shall not be deprived of the whole of any recess or detained after school more than twenty minutes, and then only in the afternoon, and for the purpose of discipline.

**K**—The Custodian is to have possession of all school rooms not later than 45 minutes after the close of the afternoon session.

### **Dismissals**

**L**—No dismissals of schools at other times than herein provided for shall be permitted, except by vote of the Board of Education or by order of the Superintendent.

### **Half Day Schools.**

**M**—Whenever in the judgment of the Superintendent the crowded condition of the schools renders it necessary, part-time or relay schools may be temporarily organized, subject to confirmation by the Board of Education.

### **Place of Attendance**

**N**—Pupils shall not attend schools out of their districts, except by special permission of the Superintendent. Transfers shall be granted only in the case of very young or physically disabled children who can, on account of the convenience of the schools, attend more easily and safely in other districts than their own. Differences in the character of the schools or of the pupils attending them shall not be considered a ground for transfer. The Superintendent may,

however, temporarily transfer pupils to other districts when it shall be deemed by him for the best interests of all concerned, provided that no such transfer shall in any way diminish the grade or efficiency of said schools. The permanency of all transfers is conditional on the presence of accommodations in the grades or schools to which pupils are transferred. In case of removal from one school district to another within any school year parents shall have the privilege of continuing their children to the end of the current year in the school which they may have attended at the time of removal, without formal transfer.

### **Non-Resident Pupils**

O—(a)—None but resident children of the City of Cleveland or territory annexed for school purposes, shall be allowed to attend the schools free, but other persons within the school age may, on the payment of tuition fees prescribed by the Board of Education, be admitted whenever the Superintendent of Instruction is satisfied that such admission will not occasion inconvenience to present pupils.

(b)—At the beginning of each term every principal shall report to the Director of Schools the names and residences of such non-resident pupils, together with the names of their parents or guardians.

### **Resident Children.**

P—The following shall be considered as resident children:

Children, wards or apprentices of actual residents of the district.

Children of proper school age who are or may be inmates of a county or district children's home, located within the Cleveland School District.

All youth of school age living within the City School District of the City of Cleveland who live apart from their parents or guardians, and who work to support themselves by their own labor.

A child living within the school district limits who has lost both of his parents by death, and has no guardian outside the district.

A child whose mother is a resident of the district and the sole or chief support of the child.

A child whose parents are divorced and whose mother is a resident of the district and has the custody of the child.

Q—The Domicile of a Half-Orphan, meaning one who has one parent living, is that of the living parent, and such child has no orphan privileges.

### **Tuition**

R—(a)—When a youth between the age of six and twenty-one years, or the parent of such youth, owns property in the City School District of the City of Cleveland, and does not reside within the city or territory annexed for school purposes to the city, and said youth attends the schools of Cleveland, the amount of school tax paid on such property shall be credited on tuition of the said pupil.

(b)—Tuition charges for non-resident pupils shall be in the Normal Training School, \$1.00 per week; in the technical high schools, \$2.00 per week; all other high schools \$1.00 per week, and in all elementary schools 50 cents per week, payable by the term in advance.

(c)—Whenever a non-resident blind pupil is admitted to one of the schools for the blind in the City School District of the City of Cleveland, and it shall be necessary for a brother or sister to act as a guide for such blind pupil, the Director of Schools is authorized to remit the tuition which said brother or sister would have to pay as a non-resident pupil if attending one of the schools within the City School District of the City of Cleveland.

(d)—Upon notice from the Director of Schools that the tuition fee of any non-resident pupil has not been paid, such pupil shall immediately be excluded from school and shall not be permitted

to re-enter, except on presentation to the principal of the treasurer's receipt for said fee.

### **Manual Training Fees**

(S)—In the Technical High Schools, material fee for each pupil shall be \$2.00 for each school term. Said fee shall be payable at the beginning of the term.

In all other high schools the material fee for each pupil taking Manual Training shall be \$1.25 for each school term. In all Academic High Schools and the High Schools of Commerce, the material fee for each pupil in the Department of Drawing and Applied Arts shall be 50c for each school term. Said fee shall be payable at the beginning of the term.

None of the before mentioned fees shall be subject to refund.

To provide for excess material fees, secondary tickets shall be issued by the Director of Schools and may be purchased by the pupils.

Upon the presentation at the time of withdrawal from school, these secondary tickets are subject to refund to the amount as shown upon the tickets. The fees shall be collected by means of tickets to be issued by the Director of Schools and payable upon his demand.

The fees established in the foregoing for all schools shall be collected for the summer term.

There shall be no fees charged for Manual Training in the Elementary Schools.

When pupils in the Elementary Schools shall elect to retain the product of their work, then, in that case, each pupil shall reimburse the Board of Education in cash for the value of the material used in such product (except that in the schools for the Deaf, Blind and Crippled, pupils shall not be so required to reimburse the said Board).

### **Vaccination and Contagious Diseases**

T—(a)—A teacher or pupil shall not attend a public school without furnishing a certificate from the Health Officer or some reputable physician, approved by the Health Officer, that he or she

has been successfully vaccinated, within the last five years or otherwise protected from smallpox. Exceptions to this rule will only be made, first; In the case of pupils whose parents or guardians present satisfactory evidence in a sworn statement that they are opposed to vaccination on principle, and, second; In the case of pupils who present from a physician a statement satisfactory to the health officer certifying that they are unfit subjects for vaccination. When, however, it is necessary, in the opinion of the Health Officer, on account of the presence of smallpox in the city, these unvaccinated pupils must be excluded from school. The evidence upon which individuals are admitted to school, whether in the form of certificates of vaccination or otherwise, must be presented by the teachers and "passed" with pupils when they are transferred to other schools.

(b)—Pupils suffering with scarlet fever, diphtheria, or other contagious or infectious diseases, or directly exposed to the same, shall not be allowed to attend school until all danger of infection shall have passed, as certified by the Health Officer.

### **Studies and Text Books**

U—The studies pursued and the text books used shall be only such as are prescribed by the Board of Education. Pupils shall possess the required books, or after due notice to their parents or guardians, shall be denied admission to school.

### **Provision of Pupils with Books**

V—(a)—When parents or guardians are unable to furnish the necessary books for their child or ward, the Director of Schools shall furnish the same on the requisition of the Principal of the building, which the pupils attend. Principals shall keep an accurate account of all books thus ordered and furnished carefully collecting and storing them at the close of the year, sending to and furnishing the Director with a certified invoice of the same.

(b)—Pupils provided with books shall, upon withdrawing from school deposit the same with the teacher.

### **Names of Buildings**

W—Elementary school buildings shall be known by such names indicative of their location as shall be assigned to them by the Board of Education.

### **Dangers of Street Crossings**

X—The Superintendent of Instruction is directed to have principals and teachers give adequate and frequent instruction to all children in elementary grades relative to the dangers of street traffic, crossings, etc., and how to avoid them.

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## **RULES GOVERNING NORMAL TRAINING SCHOOL SECTION VIII.**

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### **A—School Hours.**

The hours of the daily sessions of the Normal Training School shall be from 9:00 A. M. to 3:30 P. M. These hours shall apply to all pupils except those of the senior class, who shall observe such hours as the Superintendent of the Schools and the Principal of the School may prescribe.

### **B—Conditions of Admission**

Graduates of the Cleveland High Schools, and of other schools of equal rank, may be admitted to the Cleveland Normal Training School as hereinafter provided.

(a)—All applicants whose general average for the course in the High School as certified by the Principal thereof, is eighty-five (85) per cent. or more may be admitted to the Normal School without examination; and shall be ranked according to their average marks, so certified.

(b)—All applicants whose general average for the course in the High School as certified by the Principal thereof is below eighty-five (85) per

cent, may be admitted to the Normal School, on their successfully passing examinations, conducted by the faculty of the Normal School in the following subjects of (the passing mark in each subject being seventy-five (75) per cent).

- 1—Reading
- 2—Writing.
- 3—Spelling.
- 4—Arithmetic.
- 5—Grammar.
- 6—English Composition.
- 7—Elementary Geography.
- 8—United States History.
- 9—United States Constitution

The successful applicants shall be ranked according to their average marks in these examinations.

(c)—Examinations in Music, Drawing and Physical Training will be required of all applicants who have not had at least two years of instruction in each of these subjects in the High Schools. One year of the preparation in Music shall consist of the High School course in the theory of music now known as the "Normal School" music; and the preparation in Drawing shall consist of the course in "Drawing and Applied Art," prescribed for the High Schools of Cleveland.

(d)—As many of these students in ranking order, beginning with the highest, may be admitted to the Normal School, as shall have been determined, by the Superintendent of Instruction, to be necessary to meet the demands of the public schools.

(e)—Each student, before admission to the Normal Training School, shall present to the Principal thereof a certificate of health, signed by a Medical Inspector of Schools.

### **C—Course of Study**

(a)—The course of study and training in the Normal Training School will cover a period of two years/ and will include, in addition to review of elementary subjects, the history, philosophy

and principles of education, the theory of teaching, school management, methods of instruction and of discipline, observation and actual practice in the schools, under the criticism and advice of the training teachers.

(b)—Students holding degrees from reputable colleges may be permitted to finish the course in two terms, one of which shall be devoted to theory, in the Normal School, and one to practice, in the training schools.

### **D—Conditions of Promotion**

(a)—The condition of promotion, from term to term of any year in the various subjects of the course, shall be determined by the faculty. Final failures shall be removed by regular class work only, and no special examinations shall be allowed for the purpose of making up delinquencies, unless these delinquencies are due to prolonged illness. Provided, however, that when a student has attended at least five terms in the Theory Department and has not then on her record more than two single term deficiencies, examination may be given, on two-thirds vote of the faculty, to remove such deficiencies.

(b)—Students will not be assigned to the training department, until they have given satisfaction in all the work of the theory department, of the school.

(c)—The passing mark shall be seventy-five (75) per cent in all subjects, and the symbols used to indicate the degrees of excellence in studies and in practice work shall be as follows: Below, 75, D. (Deficient); 75 to 80, P. (Passing); 80 to 85, F. (Fair); 85 to 95, G. (Good); 95 to 100, E. (Excellent).

### **E—Individual Spirit and Conduct**

(a)—The high and important nature of the work for which Normal students are preparing demands the best qualities of personal disposition, ability and character. Accordingly, such students are expected in all their relations to the school system to manifest these qualities.



(b)—The retention in the school, the promotion, and the graduation of any student, shall depend upon the student's record for fine spirit and influence, trustworthiness, and orderly conduct, no less than for excellence in lessons and success in practical training.

(c)—In appointing teachers for the elementary schools, preference will be given other things being equal, to the graduates of the Normal Training School. Assignments will be made in the order of general average standings in class work and in practice work, as indicated on the final report of the student, full consideration being given, in estimating these averages, to general spirit and influence, trustworthiness, and conduct. Graduation will not of itself entitle anyone to an appointment.

### **F—Commencement**

Commencement exercises shall be held in the last week of the school year. On this occasion an address may be delivered by some educator of acknowledged ability.

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## **RULES GOVERNING HIGH SCHOOLS**

### **SECTION IX.**

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#### **A—School Hours—High Schools**

(a)—The hours of the daily sessions of the High Schools, excepting the Technical High Schools and High Schools of Commerce, shall be from 8:30 A. M. to 1:30 P. M., with one regular period for luncheon. In the Technical High Schools and the High Schools of Commerce the sessions shall be from 8:30 A. M. to 3:30 P. M., allowing one regular class period for luncheon.

(b)—In the enforcement of the schedule of hours adopted for the Academic High Schools, there shall be a period of three minutes in each hour of the daily session, when windows of the

school room shall be opened and the pupils be engaged in deep breathing exercises.

### **B—Excuses from Studies**

Applications for excuses from branches of study in the High Schools may be granted by the Superintendent of Instruction, but no pupil shall receive a diploma of any course until after satisfactory completion of all the studies of such course.

### **C—Commencement Exercises**

The commencement exercises of the High Schools shall be held during the last week of the school term. The program for the same shall be determined for each school by its principal and teaching faculty, subject to the approval of the Superintendent of Instruction, provided that, if High School graduates are selected to appear on the program the maximum number shall not exceed nine and that they shall be chosen according to the following plan:

The first pupil selected shall be the one having the highest average in general scholarship during the whole course. The members of the senior class shall by vote select from their class two of the number to appear, all pupils who have recited with the class for six months previous being entitled to vote. The remainder of those to appear shall be selected by the faculty, regard being had to scholarship, literary ability and oratorical skill.

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## **RULES GOVERNING ELEMENTARY SCHOOLS**

### **SECTION X.**

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#### **A—School Hours**

(a)—For all Elementary Schools the sessions shall be from 9 A. M. to 12 noon, and from 1:30 P. M. to 3:30 P. M., except the Boys' School, which shall be from 8:30 A. M. to 3:30 P. M.

(b)—The time of recess shall be determined by the Superintendent of Schools.

### **B—Dismissal of First Grade Classes.**

The first grade classes may be dismissed at recess in the morning for the remainder of the session.

### **C—Entrance**

Any child who shall become six years of age on or before October 15 shall be eligible for admission to the First Grade at the beginning of the First Semester in September.

Any child who shall become six years of age on or before March 1 shall be eligible for admission to the First Grade at the beginning of the Second Semester.

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## **RULES GOVERNING KINDERGARTENS**

### **SECTION XI.**

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#### **Rules of Admittance**

Any child who shall become five years of age on or before October 15 shall be eligible for admission to the Kindergarten at the beginning of the First Semester. in September.

Any child who shall become five years of age on or before March 1 shall be eligible for admission to the Kindergarten at the beginning of the Second Semester.

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## **RULES GOVERNING SUMMER SCHOOLS**

### **SECTION XII.**

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A—(a)—The term of the Elementary Summer Schools shall be eight weeks, and the date of beginning shall be fixed by the Superintendent of Schools, and approved by the Board.

(b)—These schools shall be established in not more than fifteen (15) buildings to be designated by the Superintendent of Schools, and approved by the Board.

(c)—School hours shall be from 8 A.M. to 12 M., with a recess of 15 minutes intervening at a convenient period. The make-up of classes shall conform to the regulations governing the same during the regular school year, and whenever the attendance at any school falls below the minimum required by Board rules the classes shall either be consolidated or discontinued.

(d)—All teachers selected for service in these schools shall be appointed as substitute teachers, with a four-fifths time salary based upon the salary of the grade and class of the present regular school year.

(e)—Pupils who shall be eligible to attend these schools shall be pupils of the Fifth, Sixth, Seventh and Eighth Grades, who, through illness, absence, or other sufficient cause, have failed of promotion, or who are retarded two years or more in their grades. Provided (a) that no pupil who has failed in more than three major subjects may attend the summer school; (b) that the principals approve applications for attendance; (c) that foreign-born pupils who have lived in the school district for a period no longer than two years from date of opening of these schools may attend them in order to make up deficiencies in the English language; and (d) that a school may be opened for blind pupils.

**B**—The Detention School shall be maintained throughout the entire calendar year.

**C**—(a)—The term of the Summer High School shall be nine (9) weeks, and the date of beginning shall be fixed by the Superintendent of Schools, and approved by the Board.

(b)—These schools shall be established in not more than four High Schools to be designated by the Superintendent of Schools, and approved by the Board.

(c)—School hours for the above named High Schools shall be the hours that obtain in those schools for the regular school year. The rules governing the make-up, consolidation and discontinuance of classes in the summer Elementary Schools shall also apply to the Summer High Schools.

(d)—All teachers chosen for the summer High Schools shall be appointed as substitute teachers with the rate of salary, for the time employed of the Grade and Class of the present regular school year.

(e)—The work offered in the Summer High Schools shall cover one semester's assignment in not more than one-half of the subjects allotted in the Course of Study, except by permission of the Superintendent.

(f)—Any pupil residing in the City School District shall be eligible to attend upon presentation of a certificate signed by the principal of the school which he has last attended.

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## **RULES GOVERNING EVENING SCHOOLS**

### **SECTION XIII.**

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#### **A—Terms**

The evening High and Elementary Schools shall be opened on the second Monday of October and shall close before June 1. The Academic High Schools, the High School of Commerce, and the Elementary Schools shall continue in session for 22 weeks, and the Technical High Schools shall continue in session for 20 weeks this period to be divided into two terms of ten weeks each. The same holidays shall be observed as in the day schools.

#### **B—Sessions**

(a)—The sessions of the evening Academic High Schools and the High School of Commerce

shall be from 7 to 9 o'clock P. M. on four days of the week from Monday to Thursday, inclusive.

(b)—The session of the evening Technical High Schools shall be from 7:15 to 9:15 o'clock P. M. on any four days of the week, to be designated by the Superintendent of Schools, but classes may be organized on any of these four days, when deemed advisable by the Superintendent of Schools, and approved by the Board, between the hours of 3:30 and 7 o'clock P. M.

(c)—The sessions of the evening Elementary Schools shall begin at 7 o'clock and close at 9 o'clock on Monday, Tuesday, Wednesday and Thursday, provided, however, that classes may be organized on any of these days when deemed advisable by the Superintendent of Schools and approved by the Board between the hours of 4:30 and 5:30 P. M., and substitute teachers may be assigned to these classes at one-half the pay received by the evening Elementary School teachers; and, provided further, that Citizenship classes may, when deemed necessary by the Superintendent of Schools, be conducted on Friday evening.

(d)—The school rooms shall be open and the teachers present fifteen minutes before the hour for the session to begin.

### **C—Places**

The evening schools shall be established and conducted wherever, in the judgment of the Superintendent of Schools, with the approval of the Board, it shall be deemed advisable; but whenever the average attendance for a week in any school falls below 15, that school shall be immediately closed.

### **D—Conduct**

The course of study in the evening school shall be prepared by the Superintendent of Schools, and those schools shall be under the direction of supervisors appointed by the Superintendent of Schools for that purpose. So far as practicable, teachers and pupils in the evening schools shall be governed by the same rules as those which govern the day schools.

## **E—Attendance**

No person under 15 years of age shall be admitted as a pupil in the evening Elementary School or any evening High School, and no person over 21 years of age shall be admitted to either the evening Elementary or High Schools (Section 7680, O. G. C.), unless he pay a tuition fee of 10 cents per term.

## **F—Entrance Requirements**

Graduates of the Cleveland Elementary day schools and the evening Elementary Schools may be admitted to the evening High Schools without examination. All other candidates for admission shall be required to take an examination which shall test the pupil's power rather than his memory.

## **G—Fees**

(a)—A deposit fee of Five Dollars (\$5), payable at the commencement of each ten weeks' term, shall be charged at the Technical High Schools, of which amount one and fifty hundredths dollars (\$1.50) shall be retained as a material fee, and three and fifty hundredths dollars (3.50) refunded in the event only the student shall maintain an average attendance during the term of seventy-five (75) per cent.

If, however, the student takes a course requiring an attendance of only one (1) evening per week, the deposit shall be two and fifty hundredths dollars (\$2.50), of which amount seventy-five (75) cents shall be retained as a material fee and one and seventy-five hundredths dollars (\$1.75) refunded in the event only the student shall maintain an average attendance during the term of seventy-five (75) per cent.

The Principals of said schools may upon proper written application and approval of the Director of Schools exempt any deserving pupil in need of such assistance from making the deposits herein required.

(b)—A fee of one dollar (\$1) is charged in all evening High Schools, except the Technical High Schools, for each pupil in attendance.

This fee will be returned at the end of the year, providing the pupil shall have been in attendance at least seventy-five (75) per cent of the total period.

(c)—Books and supplies are furnished free. When books are taken home by the pupil for home study, the teacher should require a deposit covering the cost of the book.

## H—Course of Study

(a)—Any subject taught in the day High School will be given in the evening High School, provided a sufficient number apply for it to justify the organization of a class.

(b)—The amount of work represented by one recitation period per week for one year in any subject constitutes one point towards an evening High School diploma.

(c)—An evening High School diploma will be awarded to a pupil earning 16 diploma points. This will require four evenings per week for four years.

(d)—Of the 16 points necessary for a diploma 4 points at least must be in English in all courses.

(e)—At the end of each year pupils who have done satisfactory work in any subject will be given a certificate covering the work done. These certificates will show the number of points credited towards a diploma.

(f)—Three courses of study are offered, designated as follows: 1—Commercial; 2—Industrial; 3—Academic.

(g)—In the Commercial Course the major subjects are Bookkeeping and Shorthand and Typewriting.

(h)—In the Industrial Course, Mechanical Drawing, Shop, Mathematics and Trades are the leading subjects.

(i)—In the Academic Course, subjects looking toward preparation for college or professional life are the major subjects.



**(j)—The Commercial Course requires:**

1—Bookkeeping two evenings per week, two years, counting 4 points.

2—Shorthand and Typewriting three evenings per week the first year and two evenings per week the second year, counting 5 points.

3—English two evenings per week for two years, counting 4 points.

The remaining 3 points may be chosen from Commercial Arithmetic and Penmanship (1 point each) and Commercial Correspondence and History and Civics (1 point each).

**(k)—The Industrial Course requires:**

1—Algebra two evenings per week, one year, counting 2 points.

2—Algebra and Geometry, two evenings per week, one year, 2 points.

3—Mechanical Drawing, two evenings per week, two years, 4 points.

4—Machine Shop or Trade, two evenings per week, two years, 4 points.

(5)—English, two evenings per week, two years, 4 points.

**(1)—The Academic Course requires:**

1—Algebra two evenings per week, one year, counting 2 points.

2—Algebra and Geometry, two evenings per week, one year, 2 points.

3—Latin two evenings per week, two years, 4 points.

4—French or German two evenings per week, two years, 4 points

5—English two evenings per week, three years, 6 points.

(m)—The Academic Course is not a complete preparation for college, but will aid any one unable to attend day High School to prepare for college entrance examinations. Additional

courses in Geometry, Science and Language will need to be taken.

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## **RULES GOVERNING ATHLETIC CONTESTS IN THE CLEVELAND PUBLIC SCHOOLS SECTION XIV.**

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### **A—Athletics**

(a)—Athletic events and games are constituted a regular division of the course of physical training and shall be provided for under the supervision of the Department of Physical Training in such manner, approved by the Superintendent of Schools, as shall subserve the "Purposes of Physical Training" as herein stated and be so arranged that every Public School pupil desiring to do so, may be able to participate in activities of this nature appropriate to his age and development.

(b)—All participation of Public School pupils as such in competitive activities of this nature shall be subject to the supervision of the Department of Instruction.

(c)—All instruction or coaching of Public School pupils as such in activities of this nature shall be subject to the supervision of the Department of Instruction.

(d)—Coaching of Athletic teams may be done only by such persons as are authorized by the Superintendent of Schools, and in no case shall a professional coach be employed. For this service the Superintendent may assign one or more High School teachers (special or other) as in his judgment will properly serve the best interest of the schools. A teacher who coaches may be relieved of one class period daily during the period in which he coaches, making him four periods of teaching daily instead of five.

(e)—The use of gymnasiums and play-grounds for the practice of activities of this nature at

other times than at regular school hours may be granted by the Director of Schools.

Whenever gymnasiums are used for evening work, the Director is authorized to appoint, subject to the approval of the Board of Education, a competent person to direct the activities.

(f)—The participation in competitive games or events of individuals or teams representative of High Schools in any capacity, shall be subject to the following general rules and regulations:

### **B—Senate**

(a)—A High School Athletic Senate consisting of the Superintendent of Schools, the Assistant Superintendent of Physical Culture and the High School Principals shall have control of all matters pertaining to interscholastic high school games.

(b)—It shall be the duty of this Senate to adopt rules and regulations governing the conduct of interscholastic High School games in accordance with the regulations of the Board of Education.

(c)—Special meetings of the Senate may be called by the Chairman and shall be called on the request of three members. A majority of the Senate shall constitute a quorum.

### **C—Games Committee**

(a)—There shall be a High School Games Committee for each branch of interscholastic sports, consisting of the Supervisor of Physical Training, the one faculty member from each high school nominated by the Principal and confirmed by the Senate.

(b)—These committees are charged with the duties and responsibilities as hereinafter specified.

(c)—In the conduct of interscholastic games all details not otherwise provided for in these regulations shall be left to the control of the principals of the competing schools.

## **D—Competitive Games and Events**

(a)—Football schedules shall not exceed a maximum of nine games. Not more than one game is to be played in any week. No games are to be played with college teams. The time of halves shall not exceed twenty-five minutes.

(b)—Basketball schedules shall not exceed a maximum of twelve games. Not more than one game shall be played in any week. No game shall be played with college teams. The time of halves shall not exceed fifteen minutes.

(c)—Baseball schedules shall not exceed a maximum of twelve games. Not more than two games shall be played in any week.

(d)—Track and field athletic schedules shall not exceed a maximum of six fixtures (indoors and outdoors) either dual or open events. Only one fixture may occur in any week.

(e)—Not more than two games in any schedule may be played with teams from outside the immediate vicinity of Cleveland, without the consent of the Superintendent of Schools, provided that one of such games shall be played at home. (By immediate vicinity is understood those school districts that are contiguous to the present Cleveland School District).

(f)—A school shall compete only with teams representing high or college preparatory schools. All high schools of the city of Cleveland shall be included in the schedule of games arranged by the Game Committee. Any high school wishing to withdraw from games so scheduled may do so with the consent of the Senate.

(g)—Forty-eight hours before each even principals of contesting schools shall mail to each other and to the Supervisor of Physical Training a certified list of eligible players, giving their names in full.

(h)—All competing teams shall be accompanied by a faculty representative of the school.

(i)—No alumni games shall be played in football or basketball. Practice games, so-called, shall be counted in making up any schedule.

(j)—Pupils may participate as representatives of their schools in games not under the auspices of the High School Senate only when such games are sanctioned by the Senate.

(k)—Games may not be played with teams not conforming with the eligibility regulations following.

### **E—Eligibility**

A pupil to be eligible to represent a High School on a representative team must:

(a)—Have been in attendance at a High School one full year.

(b)—Be carrying a passing grade in 3 major subjects, representing at least 15 hours per week and shall have passed in the last semester during which he was in attendance at school in 3 major subjects, representing at least 15 hours per week.

(c)—Be under twenty years of age, an undergraduate, in good standing as an amateur athlete, and not under penalty of discipline in his school.

Note. 1. A pupil's actual age at the beginning of any term shall be his athletic age for that term. Final evidence concerning the age of any pupil shall be a birth certificate, or failing in this, the record as given in the Grammar School register.

Note. 2. Playing on teams with professionals or so-called "semi-professionals" or on teams held by common report to be such, shall be considered as vitiating the amateur standing of a pupil.

Note. 3. Eligibility rule No. 2 is interpreted to require that a student shall have qualified on the previous semester's work by the close of that semester.

(d)—Be a bona-fide resident of the district of the school he is attending, or if non-resident, have been in attendance at least one year at that school.

(e)—Have the written consent of his parents or guardian and a certificate of physical fitness from an examiner approved by the Superintendent of Schools.

(f)—No pupil shall be permitted to represent a school in competitive games or events until after the principal of such school has registered his name with the Superintendent of Schools on blanks furnished, together with such information concerning the pupil as may be required.

(g)—No student may represent a high school in any athletic sport more than three seasons.

(h)—No member of a school team in any branch of athletics may represent any outside organization in the same sport during the period covered by the Senate schedule for said sport.

## **F—Championship Events**

(a)—Indoor and outdoor track and field, baseball, basketball, football, ice skating and tennis championship meetings may be held at such times and places and with such schedule of events as may be recommended by the Games Committee and sanctioned by the Senate.

(b)—Indoor and outdoor track and field novice championship meetings may be held at such times and places and with such schedules of events as may be recommended by the Games Committee in charge and sanctioned by the Senate.

(c)—The officials for the championship meeting shall be selected by the respective Games Committee subject to the approval of the Senate.

(d)—All entries for competition held under the High School Senate must be made on the entry forms adopted by the Senate. These entry forms must be signed by the principal of the school and sent to the Supervisor of Physical Training.

(e)—The Senate shall hold within its jurisdiction the authority to decide all protests made in events sanctioned by it.

# **RULES RECINDING FORMER RULES SECTION XV.**

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On and after the passage of these rules, all former rules in regard to the matters contained herein are hereby rescinded.

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## **REGULATIONS OF DEPARTMENT OF EDUCATION**

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### **Assistant Superintendents.**

Section 1. The Assistant Superintendents shall, within their respective districts, have charge of all matters of discipline; approve all make-up of schools; and assign teachers, including vacancies that may occur during the school year; and they shall have the power to grant to pupils permits, transferring from one school to another. They shall also have such supervision and perform such duties relating to instruction and administration as may be assigned them by the Superintendent of Schools. Prior to the opening of the schools in September they shall see that pupils are properly classified in grades and that schools are organized with a proper number of pupils in each, and from time to time report to the Superintendent any desired changes in organization.

### **Supervisors.**

Section 2. Each supervisor will, at the opening of each school year, be assigned by the Superintendent to the special charge of particular branches of work, and within the scope of such assignment the supervisors will be held responsible by the Superintendent and his assistants for the quality of the work performed. It shall be the duty of the supervisors to aid in the supervision of instruction in their respective departments. They shall consult with the Superintendent and Assistant Superintendent frequently for the purpose of making suggestions and re-

ceiving directions. They shall visit schools for the purpose of observing the work of teachers, giving them instruction and counsel, and teaching model lessons in the school room. During such visits they shall, whenever they deem it advisable, hold conferences of teachers for the discussion of matters pertaining to the conduct of their schools. They shall confer with the principals regarding instruction in their respective schools and relative to individual teachers, make suggestions for their improvement and convey the directions received from the Superintendent and Assistant Superintendents. They shall, insofar as possible, follow regular programs approved by the Superintendent. They shall hold and conduct meetings of teachers in their respective departments at such times and places as the Superintendent may determine. At such meetings they shall discuss with the teachers educational topics and the details of their work in accordance with the general plans and policies of the Superintendent upon the work of their respective departments.

In cases of delinquency upon the part of teachers or their refusal to carry out the directions given them, the supervisors shall report immediately to the Assistant Superintendents, who may suspend the teacher from duty temporarily and direct her to report to the Superintendent. Supervisors shall have immediate and direct control over their assistants, and a schedule showing the times and places of their visits during the next ensuing month of school shall be made out by each assistant and approved by the Superintendent.

Supervisors are expected to be in their offices at School Headquarters at the usual office hours after the close of school and on Saturday mornings.

### **Secretary to the Superintendent.**

Section 3. The Secretary to the Superintendent shall have general charge of the office, attend to the correspondence, and see that all



reports are promptly presented and records properly kept.

### **Truant Officer.**

Section 4. The truant officer shall have general charge of the division of truancy. He shall have general knowledge of the attendance in the several school districts of the city. He shall keep a record of the name age, and residence of each delinquent minor, together with the date of official notification and final disposition of the case. He shall make a monthly summary report to the Superintendent of Schools and the Director of Schools; also a formal report and schedule of work performed in his division to the same officials at the close of each school year. The assistant truant officers shall be under the direction of and general supervision of the truant officer. They shall make a daily summary report to the truant officer, and at the close of each calendar month a summary of work performed during the month. The records of the truant officer and his assistants shall be open to the inspection of the Superintendent of Schools and the Director of Schools at all times. The truant officer and assistants shall yield ready response to all requests of the Superintendent of Schools and principals and teachers in matters of truancy and non-attendance, and prosecute the duties of the office with fidelity.

### **Principals.**

Section 5. The principals of buildings shall be immediately responsible to the Superintendent of Schools. They are the supervisors of their respective buildings under the oversight of the Superintendent. They shall see that the regulations and all the directions of the Superintendent and the Assistant Superintendents given to or through them are promptly and fully complied with. They will aid all teachers with suggestions and advice where practical, and will report to the Assistant Superintendents any unbecoming conduct or any improper or inefficient work to which attention should be called. They shall give tests and examinations

as directed by the Superintendent of Schools. They shall furnish such reports as the Superintendent of Schools or Board of Education may require. They shall also make out the monthly payroll of their respective buildings.

### **Re-Appointments.**

Section. 6. Teachers whose services it is deemed advisable to continue will be so notified at the close of the schools in June (or as soon thereafter as can conveniently be done). When appointed, teachers will be requested to file an acceptance of appointment. A failure to file such acceptance within fifteen days will be deemed equivalent to a declination.

### **New Appointments.**

Section 7. In filling vacancies in the high schools teachers of recognized training and demonstrated ability will be appointed, but for positions as teachers of academic subjects no person who does not possess a college degree shall be eligible.

In the elementary schools, it will be the aim to obtain the services of some teachers of experience and proved competency who have been notably successful in other places. In choosing among beginners, preference will be given to the graduates of the Cleveland Normal Training School. Graduation from the Cleveland Normal School shall not, however, of itself confer any right upon such graduate to employment in the public schools of this city. No person shall be appointed as a teacher who has not had successful experience as a teacher, or who has not completed an academic course of study equivalent to that provided at the Cleveland high schools, and in addition thereto, a professional course equivalent to that at the Normal Training School unless the demand for the teachers exceeds the supply.

### **Assignment to Positions.**

Section 8. The appointment of a teacher will not constitute an assignment to any particular position. Assignments to positions will

be made by the Superintendent of Schools and it will be the aim to announce them previous to the opening of the schools; but the Superintendent will make re-assignments whenever it may appear to be in the interest of the schools.

### **Attendance of Teachers.**

Section 9. Teachers shall be in attendance at their respective school rooms and ready for the reception of pupils at least twenty minutes before 8:30 o'clock in the morning, and at least twenty minutes before the time for opening schools in the afternoon, and will vacate their rooms not later than forty-five minutes after the closing of the afternoon session. They will report monthly, as called for by personal report blanks any absence or tardiness on their part, stating clearly the cause of the same. These reports shall be made to the Superintendent through the principal.

### **Teachers' Meetings.**

Section 10. General meetings, district meetings and grade meetings may be called by the Superintendent and the Assistant Superintendents, from time to time, as the conditions of the schools and work may necessitate. Meetings of the teachers in any school may be called by the principal when needed. Meetings for instruction by the Supervisors may be held at such times as may be deemed advisable by the Superintendent. Teachers will attend all meetings to which they are called. Absence or tardiness will be reported, and no excuse will be accepted in such cases, save as would justify absence from a school session.

### **Correct Habits.**

Section 11. It is of first importance that teachers shall set examples in personal appearance and conduct for the pupils under their care. They are especially enjoined to avail themselves of every opportunity to inculcate ideas of neatness, promptness, politeness, cheerfulness, truthfulness, patriotism, and all other

virtues which contribute to the effectiveness of the schools, the good order of society, and American citizenship.

### **Professional Study.**

Section 12. All teachers will be diligent students of the science and art of education through the use of the pedagogical as well as other departments of the public library and the standard periodicals of the day. All opportunities for special or general culture which are within their reach and means should be employed for the furtherance of this end.

### **Visits in Other Schools.**

Section 13. Principals and teachers may be allowed by the Superintendent one day in each school year to visit other schools of the city to observe modes of instruction and discipline. The Superintendent may extend the privilege to teachers to visit other school systems for one or more days each year. Leave of absence must be obtained from the Superintendent for such visits to other schools. Applications for visiting days in Cleveland will be made to the Assistant Superintendents.

### **Assignment of Work.**

Section 14. The Superintendent of Schools will publish a course of study for the different grades in which will be given a schedule of the time to be occupied by each branch of study. At the opening of each year each teacher will make and forward to the Superintendent a general program of exercises for each day and post a copy of the same on her schoolroom door. There will be a morning recess in the elementary schools, beginning at 10:15 o'clock, and ending at 10:30 o'clock, and an afternoon rest of five minutes beginning at the end of the first hour of the session.

### **Communications to Superintendent.**

Section 15. All communications to the Superintendent by teachers must be made either in

writing, or in person between the hours of 3:30 and 5:00 P.M. on school days, and between 8:30 and 12:00 o'clock noon on Saturdays.

### **Agents, Lectures, Advertisements.**

Section 16. No teacher will permit time to be occupied in, or about the school building whether during school hours or not, by agents, lecturers, exhibitors, or any other person having a commercial end in view, and no advertisements will be distributed through the schools, except on authority of the Superintendent.

### **Collections.**

Section 17. Collections of money or goods will be permitted in the schools only upon the special permission of the Superintendent of Schools and the Director of Schools.

### **Records and Reports.**

Section 18. Care must be exercised by principals and teachers to keep all records accurately and to make reports with completeness and punctuality.

### **Marriage.**

Section 19. The marriage of a teacher shall be considered equivalent to a resignation of her position.

### **Absence.**

Section 20. Absence of teachers on account of sickness will be excused, provided notice thereof is communicated to the principal and to the Superintendent's office in time to provide a substitute and prevent any embarrassment to the school. For any other cause than temporary sickness, written leave of absence for a definite period must first be obtained from the Superintendent. Leave of absence will not be granted for more than one year, but such leave of absence may be renewed for satisfactory reasons. Absence for study or foreign travel will be encouraged. Teachers on leave of absence for three months or more will not be entitled on their return to positions they formerly occupied.

## **Discipline.**

Section 21. Teachers are charged with the responsibility of the wholesome discipline of their schools. Corporal punishment will not be resorted to. The term corporal punishment, here used, shall be interpreted to include all indignities inflicted upon the persons of pupils. Children shall not be deprived of the whole of any recess or detained after school for more than twenty minutes, and then only in the afternoon. When aggravated cases of misbehavior arise, which do not yield to usual treatment, the teacher will aim to effect desirable results by advising with parents. If necessary, the teacher will seek the aid of her principal and they may present the matter to the Assistant Superintendent having the oversight of the discipline of the school. Cases of truancy will always be reported to the truant officer. As an extreme measure, when the good order of the school require it, the child may be suspended or excluded from the privileges of the school; this, however, will not be done by teachers or principals except after report to, and upon the direction of, the Superintendent or the Assistant Superintendent in charge of the district.

## **Boys' School.**

Section 22. Whenever it shall appear that the attendance of any boy is prejudicial to the interests of a school and his association with other children is improper, he may be sent to to the Boys' School. In this school every effort must be made to reform and reclaim him and as soon as the principal of such school has reason to believe that the boy, may, with safety and propriety, be returned to the school where he belongs, it will become the principal's duty to report the fact to the Assistant Superintendent having oversight of the discipline of the district in which such school is situated. Corporal punishment will be allowed in the Boys' School when, in the judgment of the principal and Assistant Superintendent in charge, it is necessary.

## **Heating and Ventilating Rooms**

Section 23. Teachers will pay careful attention to the heating and ventilating of school rooms. At recess teachers will see that a proper supply of fresh air is admitted to the room. The thermometer, hung five feet from the floor, should not register above 72 degrees nor below 68 degrees. If the temperature rises above 72 degrees or falls below 68 degrees the teacher should notify the principal, who will communicate with the custodian. If the temperature falls below 60 degrees, the school may, with the approval of the Superintendent or his Assistants, be dismissed. A record of the readings of the thermometer at each hour of the day will be kept upon the blackboard in each room unless otherwise directed.

## **Repairs and Supplies.**

Section 24. The principal of each building will report any absence or neglect of duty of the custodian thereof to the Director of Schools. They shall transmit to the Supervisor of Requisitions and Reports from time to time a list of repairs and supplies which may be required.

## **Care of Schoolrooms.**

Section 25. Teachers will have the immediate care of their respective school rooms and be held responsible for the care and proper adjustment of their windows and shades and the preservation of all furniture and apparatus thereto belonging. They will annually at the close of the year give their principal an inventory of all furniture and supplies therein, on blanks to be furnished by the Director of Schools. They will also co-operate with the principals and custodians in securing good order and neatness in the halls and upon the school premises.

## **Duties of Pupils.**

Section 26. Every pupil is required to attend school punctually and regularly. On all school premises pupils shall observe good order and propriety of deportment, be diligent in study,

respectful to teachers and schoolmates, refrain entirely from the use of profane and improper language and from the use of tobacco in any form, be clean and neat in person and attire, and obey the directions of teachers and conform to the rules of the school.

### **Absence and Tardiness.**

Section 27. It shall be the duty of the teacher to notify the parents or guardians of pupils under their control who are absent or tardy without excuse. Children shall not be sent home for excuses for tardiness or absence, but may be required to furnish an excuse or explanation of the same at the next session of the school, provided that notice of tardiness and absence shall be served in every case according to this rule.

### **Leaving the Room.**

Section 28. Pupils will be permitted to leave the school room in school hours for physical necessities, and teachers are required to use all possible care and discretion in respect to this matter.

### **Unnecessary Absence or Tardiness.**

Section 29. Pupils absent more than three half days or tardy more than three times in any school month, without a reasonable excuse, shall be referred to the principal, who may refer the case to the Assistant Superintendent in charge of the district. But no teacher will thus report any pupil until due notice of the delinquencies has been given the parent or guardian and all other appropriate means to secure regularity of attendance have been employed.

### **Suspension for Misdemeanors.**

Section 30. Pupils habitually neglectful of their studies and of the rules of the schools may be required to report in person to the Assistant Superintendent in charge of the discipline of the school, but no teacher will otherwise suspend any child from attendance at the school. When pupils are referred to School Headquarters for discipline, teachers should take extreme care



that pupils and parents know the office hours of the Assistant Superintendent to whom the reference is made. Pupils will be suspended only by an Assistant Superintendent under the direction of the Superintendent.

### **Dismissals.**

Section 31. No pupils will be allowed to leave the school before the close of school hours except in case of illness or of death in the immediate family.

### **Damage.**

Section 32. Pupils who are guilty of defacing or injuring any school property will be required to pay all damages. Notice of said damage will be sent to the parent or guardian of the pupil, and in default of payment the matter will be reported to the Director of Schools.

### **Pupils not to Assemble on School Premises before 8:00 A. M.**

Section 33. Pupils are expected to be orderly on the school grounds and adjacent streets. They shall not assemble near the school premises before 8:00 o'clock in the morning, Eastern Standard Time, nor remain after dismissal of the school, except for authorized play.

### **Remaining at Noon Recess.**

Section 34. All children who live too far from their respective schools to go home will have the privilege of remaining in the school building during the noon recess, provided they conduct themselves properly. But under no circumstances shall the pupils be locked in the basement or rooms during this period.

### **Course of Study.**

Section 35. The course of study will cover a period of eight years in the elementary schools, four years in the high schools, and two years in the normal training school.

## **Grades, Promotions, Examinations, Graduation.**

Section 36. There will be eight grades of pupils, according to proficiency, in the elementary schools, which will be known and designated, commencing with beginners, as first grade, second grade, etc. In the high schools the classification will be by years and designated at first year, second year, junior and senior year. In the normal school, the designation will be junior and senior year.

### **Promotions.**

Section 37. Promotions from grade to grade in the schools will be made as follows:

#### **In the Primary and Grammar Grades.**

(a) In the primary and grammar grades, excepting the eighth grade, of the elementary schools, there will be no daily markings of pupils except for attendance.

#### **Proficiency Sheets.**

(b) The teachers of elementary schools will, upon sheets provided for the purpose, and known as the "proficiency sheet," enter the names of all pupils in their charge, and on or before the first day of each school month enter in the appropriate place, opposite each name, the initial letter of one of the following words, viz: Excellent, Good, Fair, Poor. The letter thus entered will represent the teacher's judgment of the quality of the pupil's work in the several branches of study during the preceding month. All writing upon the "Proficiency Sheets" shall be in ink, and except when in the hands of the teacher for the purpose of being marked, such sheets shall be kept in the office of the principal.

#### **Standing of Pupils.**

(c) The standing of a pupil in any subject shall be obtained by adding to his per cent made in examinations twice the estimate given by the teacher and dividing the sum by three. In grades from the First to the Fourth inclusive,

for which no examinations will be sent out from the office, the estimate of the teacher, with the approval of the principal, shall determine the standing of the pupil.

### **To Determine Promotion.**

(d) To determine whether an Eighth Grade or a Seventh Grade pupil should be promoted to the next division or grade, or to the high school, proceed as follows:

(1) Count as one unit each of the following four branches: Arithmetic, Grammar, History and Geography. Also count as one unit each of the following two groups: (a) Reading and Spelling; (b) Writing, Music, Drawing, Manual Training or Domestic Science, German and Physiology.

(2) Add the standing of the pupil in the above six units and divide the sum by six. If the quotient be 70 per cent or above, the pupil should be promoted, provided, (a) That his standing be not below 65 per cent in more than one of the first four units named above, and provided (b) that his standing be not below 60 per cent in any one of these four subjects. The standing in any group unite evidently will be the average of the components of the group.

(e) To determine whether a pupil of the Sixth Grade or the Fifth Grade shall be promoted, proceed as in (d), omitting History and changing "Grammar" to "Language."

(f) Pupils of the Fourth Grade shall be promoted upon the estimates given by the teacher, with the approval of the principal, based upon reading, spelling, arithmetic and language. The average of these three units shall not be below 60 per cent.

(g) Pupils of the Third, Second and First Grades shall be promoted upon the estimate of the teacher, with the approval of the principal, based upon reading in the First and Second Grades; reading and arithmetic in the Third Grade.

(h) Any pupil who does not meet fully all the requirements stated above, but who is thought worthy of promotion by the teacher and the principal, may be promoted conditionally upon the approval of the Assistant Superintendent in charge of the district in which the school is located.

### **Indifferent Progress of Pupils.**

(i) In cases where the progress of pupils during the year is not satisfactory to their teachers, information to that effect will, from time to time, be sent by the teacher to the parents or guardians of such pupils.

### **Backward Pupils.**

(j) Teachers will pay special attention to pupils who have been held in one grade longer than one year, and will advance them as soon as they may seem able to take the work of the next grade. No pupil will be kept in the same grade more than two years without the approval of the principal, who will report the facts to the Assistant Superintendent.

### **Graduates of the Elementary Schools.**

(k) Graduates of the elementary schools will be admitted to the high schools upon the certificates of graduation. All others, whether previously connected with the Cleveland schools or not, will be admitted to the first-year class in the high schools upon passing the high school entrance examination held prior to the opening of the schools. Certificates from other schools shall be valid when countersigned by the Superintendent. No pupils will be admitted to the high schools after the first of October or the first of March in any semester except upon the special permission of the Superintendent.

### **Unprepared Pupils for the High Schools.**

(1) The principals of the high schools may, with the approval of the Superintendent, return to the grammar schools any pupils who are found to be unprepared for high school work.

## **High School Promotions.**

(m) Pupils will be advanced in the high schools under the direction of the respective principals of said schools and will, in the discretion of the Board of Education, be graduated therefrom upon the certificates of the principals that they have satisfactorily completed the prescribed course of study. Such certificates will be based upon the standing of students in the schools and an examination approved by the Superintendent. At graduation, diplomas will be awarded at public commencement exercises.

## **Study of German**

Section 38. Whenever parents or guardians of pupils make written request that they be permitted to pursue the study of the German language in connection with their English studies, the Superintendent may make suitable provision for such instruction within the limits prescribed by the Board of Education.

## **Transfers of Pupils for Instruction in German.**

Section 39. Children residing in districts in which instruction in the German language is not provided, and whose parents or guardians desire them to pursue that study, may obtain a transfer to the districts where German is taught, on making application to the Assistant Superintendent.

## **Discontinuance of German.**

Section 40. Permission to discontinue the study of German may be granted only by the Superintendent of Schools.

## **Night Schools.**

Section 41. Evening Elementary Schools will be maintained as directed by the Board of Education. Pupils in the day schools will not be admitted, nor will any pupil under sixteen years of age be admitted unless he holds an age and schooling certificate from the Superintendent. Separate schools will not be maintained for the different sexes except for special reasons decided upon by the Superintendent.

## Night High Schools.

Section 42. Evening High Schools shall be maintained for more advanced instruction than that afforded by the evening elementary schools. In general such advanced branches will be taught in these schools as will have an immediate practical bearing upon the industrial interest of the city. To enter these schools a pupil must be at least fifteen years of age and have such educational qualifications as will enable him to pursue with profit the work he will be required to do.

## Flag Days.

Section 43. The flag is to be displayed upon each building upon the following days:

January 1—New Year's Day, and anniversary of issuance of the Emancipation Proclamation in 1863.

January 13—Establishment of public schools in Cleveland, 1837.

February 12—Lincoln's Birthday.

February 22—Washington's Birthday.

March 1—Admission of Ohio as a State, 1803.

April 9—Surrender of Appomattox. Close of Rebellion.

April 15—Death of President Lincoln, 1865 (half staff).

April 19—Battle of Lexington and Concord. Opening of the Revolution.

Arbor Day—Fixed by proclamation of the Governor.

May 30—Memorial Day.

July 4—Independence Day.

September 10—The victory of Lake Erie, 1813.

September .. —The day of opening the Schools.

September 14—Death of President McKinley, 1901 (half staff)

September 19—Death of President Garfield, 1881 (half staff).

October 12—Columbus Day.

November . . —Thanksgiving Day, as fixed by President's Proclamation.

December 22—Forefather's Day.

December 25—Christmas Day.

### **Transfers and Permits.**

Section 44. All transfers and permits granted by the Superintendent of Schools or his Assistants, permitting pupils to attend either an Elementary or High School, where the pupils are non-residents of the district in which the school is located are valid only for one year. This rule shall be followed strictly by all principals in the make-up of schools.

### **Demotion.**

Section 45. At any time in the school year a pupil of any grade of the Elementary School may be demoted, if the work of progress of the pupil in the grade assigned is poor or unsatisfactory. Teachers will promptly report all doubtful cases of this character to the principal, who may with the approval of the Assistant Superintendent of the district, demote such pupil.

### **Office Hours.**

Section 46. The office hours of the Superintendent and his Assistants will be from 3:30 to 5:00 o'clock P. M. on school days, and from 8:30 to 12:00 M. on Saturdays.

### **Knowledge of Regulations.**

Section 47. A copy of these regulations will be kept in every school room and ignorance thereof will excuse no one for failing to observe any of their provisions.

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## **SALARY SCHEDULE FOR TEACHERS**

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### **SEC. 1. GENERAL PROVISIONS.**

A—The salary Schedule for teachers is based upon a school year of 38 weeks, exclusive of

vacations, except as otherwise provided for in the Salary Schedule.

**B**—For the Elementary Schools, teachers may be employed to a number not exceeding an average of one (1) teacher to each forty-five (45) pupils registered; and for High Schools and Normal Schools one (1) teacher (only the Principal of each school not to be included in the number of teachers) to each thirty (30) pupils registered, provided that two teachers of double-period subjects be counted as one, and said teachers shall be assigned to positions by the Superintendent of Schools and may be transferred from one position to another, as the Superintendent may deem for the best interests of the schools. In case a transfer involves a change of salary, action must receive the approval of the Board.

### **PRIVATE TUTORING.**

**C**—Teachers engaged in private tutoring or other outside work shall file at once with the Superintendent of Schools a statement indicating the kind and amount of work undertaken. No teacher shall tutor for pay a pupil in his or her class, or whose advancement in grade is dependent wholly or in part upon his or her recommendation; nor shall a teacher tutor for pay any pupil attending public school except on the request of the parent, and with the approval of the principal of such school. A supervisor may not give lessons for pay to teachers under his or her supervision and whose rating is dependent wholly or in part upon the judgment of such supervisor.

### **First Appointment**

**D**—Upon first appointment in the Cleveland Schools, teachers who have had successful experience in other school systems may be assigned by the Superintendent with the approval of the Board of Education to such position in the salary schedule as their experience and qualifications render appropriate. Teachers in grades ✓



below the high school who have had no successful experience, shall be classified in the Probationary Class. Provided, however, that such as are graduates of colleges giving approved degrees, or of the Cleveland Kindergarten Training School having taken the three-year course, may be assigned by the Superintendent, with the approval of the Board of Education, to the first year of the First Class.

**E**—No teacher of the Department of Instruction for any school year shall be regarded as employed until after appointment by the Superintendent, approval by the Board, notice of such appointment, and assignment by the Superintendent to a specific position as teacher. The salary of such teacher shall be in accordance with this schedule.

**F**—Promotion of teachers from class to class in the salary schedule cannot be made after the beginning of a school year for which such teachers have been employed.

**G**—Teachers holding elementary or high school certificates are not authorized to teach the branches required by the other. Teachers cannot receive payment for service not entirely covered by a certificate.

**H**—Regular teachers who teach in the night schools must have a separate appointment for night school work by the Superintendent confirmed by the Board of Education.

### **Leave of Absence.**

**I**—Appointees of the Superintendent of Instruction shall receive pay for such time as they shall be absent from duty on account of personal illness, or quarantine, for a period not exceeding ten (10) days in any school year, or for leaves of absence granted by the Superintendent as hereinafter provided. They shall receive pay for leaves of absence on account of the death of an immediate relative, for a period not exceeding three (3) days, such time to be deducted from the ten (10) days heretofore mentioned. Leaves of absence may be granted by the Superintendent to

such appointees for the purpose of visiting other schools or attending to school business, without loss of pay, and this time shall not be deducted from the ten (10) days heretofore mentioned. When such special leaves of absence to visit schools, or to attend to school business, necessitate the employment of substitute teachers in the place of those granted the leaves of absence such leaves must be granted in writing by the Superintendent, stating the object for which they are granted and the length of time, and a copy thereof shall be filed with the Director of Schools for payroll purposes.

Teachers to whom have been granted a leave of absence for purposes of studying along professional lines, shall be accredited with the time spent in such study as experience under the salary schedule, upon the approval of the Superintendent and the filing with such Superintendent of a certificate showing attendance during the period of such absence at the educational institution at which such study was pursued. A teacher who teaches part of the school year and studies the other part as provided for in this section shall be credited with one (1) year experience upon the salary schedule.

When a legal holiday falls within the days for which payment is allowed, it shall not be reckoned as a part of the absence. When a legal holiday comes after these days, it shall be credited to the absent teacher in case he or she resumes his or her duties on the next regular school day. No teacher shall be entitled to the benefits of this provision who has not entered upon the year's work after the summer vacation.

### **Payment of Salaries.**

**J—(a)** The salaries of teachers shall be paid in accordance with the following rule:

The first payment, representing two weeks of work, shall be two thirty-eighths of the annual salary; the second, third, fourth, fifth, sixth, seventh, eight, ninth and tenth payments, repre-

senting in each case four weeks of work, shall be four thirty-eighths of the annual salary.

(b) The payment of Assistant Superintendents, Supervisors, Assistant and Special Supervisors and Special Teacher of the Blind shall be made every two school weeks, the time of Assistant Superintendents to be based on forty weeks' service, and Supervisors, Assistant and Special Supervisors and Special Teacher of the Blind on thirty-eight weeks' service.

Payrolls for the Assistant Superintendents shall be made for the first and the last week's employment in the school year for which they are appointed.

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## SEC. 2—SUPERINTENDENTS

One (1) Superintendent.....	\$6,000.00
Four (4) Assistant Superintendents (40 weeks) each.....	3,750.00
One (1) Normal Superintendent (Normal School).....	3,000.00
One (1) Assistant Superintendent (Physical Culture).....	1,500.00

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## SEC. 3—SUPERVISORS

### General Supervisors.

Four (4) Supervisors.

### Supervisors of Special Subjects.

One (1) Supervisor of Requisitions and Reports.

One (1) Supervisor of Music.

Four (4) Assistants.

One (1) Assistant, part-time.

One (1) Supervisor of Writing.

Three (3) Assistants.

One (1) Supervisor of German.

One (1) Supervisor of Drawing and Applied Arts.

Three (3) Assistants.

One (1) Assistant, part-time.

One (1) Supervisor of Manual Training.

One (1) Assistant.

One (1) Supervisor of Domestic Science.  
One (1) Supervisor of Physical Training.  
One (1) Special Supervisor of School Room and  
Indoor Recreation, \$1,200.

Supervisors shall receive a minimum salary of two thousand dollars (\$2,000) with annual increase of one hundred dollars (\$100) until a maximum of twenty-five hundred dollars (\$2,500) is reached, except when otherwise indicated in this salary schedule.

Assistants to Supervisors shall receive:

First year.....	\$1,000
Second year.....	1,050
Third year.....	1,100
Fourth year.....	1,150
Fifth year and thereafter.....	1,200

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## **SEC. 4—HIGH SCHOOLS**

### **Teachers.**

**A**—The salary of teachers in the Normal and High Schools shall be in accordance with the following schedule, based on length of service and efficiency; hereafter all teachers, newly appointed and assigned to Normal School proper, but not including elementary teachers in the Observation School must hold at least a high school certificate.

#### **First Class.**

First year.....	\$1,000
Second year.....	1,100
Third year.....	1,200
Fourth year and thereafter.....	1,200

#### **Second Class.**

Teachers of four or more years' successful experience under this schedule are eligible to promotion by the Superintendent, on recommendation of the Principal and approval of the Board, to positions of the second class, the salaries of which shall be as follows:

First year.....	\$1,300
Second year.....	1,300
Third year.....	1,400
Fifth year.....	1,400
Sixth year and thereafter.....	1,500

### **Third Class.**

Teachers of ten or more years' successful experience under this schedule are eligible to promotion, under the conditions mentioned above, to position in the third class, the salaries of which shall be as follows:

First year.....	\$1,600
Second year.....	1,600
Third year.....	1,700
Fourth year.....	1,800
Fifth year and thereafter.....	1,800

### **Fourth Class.**

Teachers of fifteen or more years' successful experience under this schedule are eligible to promotion as above to positions of the fourth class, the salaries of which shall be as follows:

First year.....	\$1,900
Second year.....	1,900
Third year and thereafter.....	2,000

### **Fifth Class.**

First assistant principals of high schools shall receive salaries as follows:

First year.....	\$2,100
Second year.....	2,100
Third year and thereafter.....	2,200

provided that when the enrollment shall exceed one thousand (1,000) the said first assistant, after completing three years in this class, may receive a salary of \$2,300.

**B**—Second assistant principals with eighteen years experience under the schedule, upon recommendation of the Principal and Superintendent shall receive \$2,100.

**C**—This schedule is based on 25 periods per week of class instruction in academic studies (approximately 30 periods per week being an

equivalent in laboratory or shop instruction) covering a period of 38 weeks. In schools which vary from this base (1) in the number of periods of class teaching per week, or (2) in the number of weeks, teachers shall be paid pro rata.

**D**—Sessions in all academic high schools shall be from 8:30 A. M. to 1:30 P.M. For all pupils in technical high schools, including schools of commerce, the hours shall be from 8:30 A. M. to 3:30 P. M., with one period for luncheon. These hours may be changed at the option of the Superintendent, with the approval of the Board, on the request of the principal of the building, provided that the minimum number of hours shall not be fewer than those herein provided for.

**E**—There may be employed at the salaries specified in the

#### **(a) Central High School**

One (1) Principal.....\$3,500

One (1) First Assistant Principal, with salary of fifth class.

One (1) Second Assistant Principal, with salary of fifth class.

One (1) Assistant in manual training, supervisor of high school manual training departments, with salary of fourth class.

And other teachers, in accordance with the foregoing schedule.

#### **(b) Collinwood High School**

One (1) Assistant Principal. (See—Glenville High.)

And other teachers, in accordance with the foregoing schedule.

#### **(c) East High School**

One (1) Principal.....\$3,000

One (1) First Assistant Principal, with salary of fifth class.

One (1) Second Assistant Principal, with salary of fifth class.

And other teachers, in accordance with the foregoing schedule.

**(d) East High School of Commerce**

One (1) Assistant Principal.

And other teachers, in accordance with the foregoing schedule.

**(e) East Technical High School**

One (1) Principal.....\$3,500

One (1) Assistant Principal, with salary of fifth class.

One (1) Assistant Principal, with salary of fourth class.

One (1) Assistant Principal, with salary of third class.

One (1) Printer, who shall be a substitute teacher, and whose services shall be for forty-eight (48) hours per week, holidays as provided by the laws of Ohio excepted, from the opening of school in September to the close of school in June.

One (1) Assistant in the Machine Shop, who shall be a substitute teacher and whose services shall be for forty-eight (48) hours per week, holidays as provided by the laws of Ohio excepted, from the opening of school in September to the close of school in June.

And other teachers, in accordance with the foregoing schedule.

**(f) Glenville High School**

One (1) Principal.....\$3,000

One (1) Assistant Principal, with salary of the fifth class.

One (1) Assistant Principal, with salary of the third class.

One (1) Assistant Principal, with salary of the fifth class, to have charge of Collinwood annex and act as Principal of South Elementary School.

And other teachers, in accordance of the foregoing schedule.

**(g) Lincoln High School**

One (1) Principal.....\$3,000

One (1) First Assistant Principal, with salary of fifth class.

One (1) Second Assistant Principal, with salary of fifth class.  
And other teachers, in accordance with the foregoing schedule.

#### **(h) South High School**

One (1) Principal.....\$3,000  
One (1) First Assistant Principal, with salary of fifth class.  
One (1) Second Assistant Principal, with salary of fifth class.  
And other teachers, in accordance with the foregoing schedule.

#### **(i) West High School of Commerce**

One (1) Principal.....\$3,000  
One (1) First Assistant Principal, with salary of fifth class.  
One (1) Second Assistant Principal, with salary of third class.  
And other teachers, in accordance with the foregoing schedule.

#### **(j) West High School**

One (1) Principal.....\$3,000  
One (1) First Assistant Principal, with salary of fifth class.  
One (1) Second Assistant Principal, with salary of fifth class.  
And other teachers, in accordance with the foregoing schedule.

#### **(k) West Technical High School**

One (1) Principal.....\$3,000  
One (1) Shop Superintendent..... 2,500  
One (1) Superintendent of Girls..... 2,000  
One (1) Assistant in Domestic Science.... 550  
One (1) Printer, who shall be a substitute teacher, and whose services shall be for forty-eight (48) hours pwr week, holidays as provided by the laws of Ohio excepted, from the opening of school in September to the close of school in June.  
And other teachers, in accordance with the foregoing schedule.



## (1) Normal School

### Theory Department

One (1) Assistant Principal, with salary of fifth class.

And other teachers, in accordance with the foregoing schedule.

### Practice Department

One (1) Assistant Principal and Director in charge of Training School and Observation School.....\$2,000

Two (2) Principals of Practice School buildings, each..... 1,700

And practice teachers, who shall receive each..... 1,100

One (1) Teacher of Special German, with part-time salary equal to one-fifth (1-5) of that of a third class, fifth year, high school teacher.

One (1) Special Teacher of Reading, with part-time salary equal to two-fifteenths (2-15) of that of a high school teacher of the second class, fifth year.

Observation teachers at the Normal Training School shall receive 10 per cent above the schedule for elementary teachers.

## F—Salaries of High School Substitutes

Substitutes with less than two years of high school experience shall be paid at the rate of \$800 per year.

Substitutes with not less than two years of experience may receive a salary of \$900 per year.

Substitutes with not less than three years of experience may receive a salary of \$1,000 per year.

Substitutes with not less than four years of experience may receive a salary of \$1,100 per year.

Substitutes with not less than five years of experience may receive a salary of \$1,200 per year.

## SEC. 8—ELEMENTARY SCHOOLS

### Principals

A—Elementary School Principals shall be paid for the number of regular standard class rooms in the building or buildings of which they have charge, according to the following schedule:

Rooms	Salary
4. ....	\$1,000
5. ....	1,040
6. ....	1,080
7. ....	1,120
8. ....	1,160
9. ....	1,200
10. ....	1,240
11. ....	1,280
12. ....	1,320
13. ....	1,360
14. ....	1,400
15. ....	1,440
16. ....	1,480
17. ....	1,520
18. ....	1,560
19. ....	1,590
20. ....	1,620
21. ....	1,650
22. ....	1,680
23. ....	1,710
24. ....	1,740
25. ....	1,770
26. ....	1,800
27. ....	1,820
28. ....	1,840
29. ....	1,860
30. ....	1,880
31. ....	1,900
32. ....	1,920
33. ....	1,940
34. ....	1,960
35. ....	1,980
36. ....	2,000

Provided that no salary attached to a building shall be reduced below that received in the school year 1913-14.

And, furthermore, be it resolved that the following be declared to be the number of standard school rooms in each building for purposes of determining the salary of the principals of the several buildings:

Buildings	No. Rooms	Salary
Addison.....	17	\$1,520
Alabama.....	9	1,200
Barkwill.....	16	1,480
Bolton.....	28	1,840
Boulevard.....	15	1,440
Broadway.....	18	1,560
Brownell.....	37	2,000
Buhrer.....	16	1,480
Case.....	18	1,560
Case-Woodland.....	19	1,700
Central.....	16	1,480
Chesterfield.....	12	1,320
Clark.....	18	1,560
Columbia.....	21	1,650
Dawning.....	22	1,680
Denison.....	26	1,800
Detroit.....	22	1,680
Dike.....	17	1,520
Doan.....	18	1,560
Dunham.....	18	1,560
Eagle.....	23	1,710
East Boulevard.....	19	1,590
East Clark.....	9	1,200
East Denison.....	18	1,560
East Madison.....	28	1,840
Euclid Park.....	2	1,080
Elementary Industrial— (See—Special Schools)		
Fairmount.....	18	1,560
Fowler.....	20	1,620
Fruitland.....	8	1,160
Fullerton.....	16	1,500
Giddings.....	16	1,500
Gilbert.....	28	1,840
Gordon.....	17	1,520
Halle.....	16	1,480
Harmon.....	18	1,560

Harvard.....	16	1,480
Hazeldell.....	17	1,520
Hicks.....	21	1,650
Hodge.....	21	1,650
Hough.....	24	1,740
Huck.....	12	1,320
Kennard.....	26	1,800
Kentucky.....	18	1,560
Kinsman.....	36	2,000
Landon.....	17	1,520
Lawn.....	14	1,400
Lincoln.....	19	1,590
Longwood.....	24	1,740
Marion.....	22	1,680
Mayflower.....	36	2,000
Memorial.....	12	1,320
Memphis.....	12	1,320
Miles.....	14	1,400
Miles Park.....	16	1,480
Milford.....	24	1,740
Mill.....	17	1,520
Mt. Pleasant.....	15	1,440
Moulton.....	8	1,160
Mound.....	18	1,560
Murray Hill.....	30	1,880
North Doan.....	14	1,400
Nottingham.....	16	1,480
Orchard.....	26	1,800
Outhwaite.....	34	1,960
Parkwood.....	17	1,520
Pearl.....	8	1,160
Quincy.....	18	1,560
Rice.....	19	1,590
Rockwell.....	7	1,120
Rosedale.....	19	1,590
Sackett.....	26	1,800
Scranton.....	16	1,480
Sibley.....	19	1,590
South Case.....	24	1,740
South.....	16	
Sowinski.....	24	1,740
St. Clair.....	19	1,590
Standard.....	19	1,590
Sterling.....	18	1,560
Tod.....	16	1,480

Tremont.....	35	1,980
Union.....	19	1,590
Wade Park.....	18	1,560
Walton.....	18	1,560
Waring.....	20	1,620
Warner.....	12	1,320
Warren.....	24	1,740
Washington Park.....	8	1,160
Watterson.....	14	1,400
Waverly.....	15	1,440
Williard.....	22	1,680
Willson.....	18	1,700
Woodland.....	19	1,590
Woodland Hills.....	16	1,480
Wooldridge.....	20	1,620

The changes made are as follows:

East Denison—Number of rooms increased from 12 to 18; salary advanced from \$1,320 to \$1,560.

Gilbert—Number of rooms increased from 16 to 28; salary advanced from \$1,480 to \$1,840.

East Boulevard—Established at 19 rooms; salary, \$1,590.

## B—Assistant Principals

Assistant Principals of all buildings of 10 rooms or more shall be paid \$50 per year in addition to the amount fixed by the following Elementary schedule. All other Assistant Principals shall be paid according to the amount fixed by the schedule.

Assistant Principals, assuming the duties of Principals, in the absence of the latter, shall receive no additional pay for the first ten (10) days, or the period of absence allowed Principals for illness or school business by leave of the Superintendent; but after this period they shall receive a salary equal to their own, plus one-half of the excess of the Principal's salary over their own.

## C—Teachers

The salaries of the teachers in grades below the high school shall be as follows:

### **Probationary Class**

First year and thereafter.....\$500.00

Teachers with one or more years' successful experience in this class may be promoted only by the Superintendent, with the approval of the Board, to the First Class.

### **First Class**

First year.....\$550.00

Second year..... 600.00

Third year..... 650.00

Fourth year and thereafter..... 700.00

Teachers with four or more years' successful experience in this class may be promoted only by the Superintendent, with the approval of the Board, to the Second Class.

### **Second Class**

First year.....\$750.00

Second year..... 800.00

Third year..... 850.00

Fourth year and thereafter..... 900.00

Teachers with four or more years' successful experience in this class may be promoted only by the Superintendent, with the approval of the Board, to the Third Class.

### **Third Class**

First year.....\$ 950.00

Second year and thereafter... 1,000.00

This schedule applies to all teachers in the grades, including teachers of Cooking, German (exchange and special), School for the Deaf, Schools for Defective Children and Kindergarten directors. Provided that teachers in the Elementary Industrial School and Boys' School and Observation teachers at the Normal Training School and School for the Blind, shall receive 10 per cent above this schedule.

### **D—Salaries of Elementary Substitutes**

In the elementary schools, substitutes who perform the duties of absent teachers, whether the absence is occasioned by illness, leave of the

Superintendent of Schools, or in a school to which no regular teacher has been assigned, shall be paid by the day at the rate which their experience would allow according to the provisions of Probationary Class, First Class and Second Class of the foregoing schedule; provided, however, that such as are undergraduates of a Normal School, without experience, shall be paid at the rate of \$400 per year.

The Superintendent of Schools is authorized to assign from time to time, as occasion may require, a substitute teacher to perform the duties of a Juvenile Examiner as provided for in Section 7766 of the Revised Statutes, as amended April 28, 1913, of the Ohio School Law. Said substitute teacher so assigned shall draw the same compensation for services so performed as would be drawn by such substitute teacher if assigned to regular teaching.

The Superintendent of Schools is hereby authorized to assign from the list of substitute teachers one special assistant to each principal at a salary not exceeding five hundred dollars (\$500) per school year for the following schools, having thirty (30) or more standard rooms:

Brownell  
Kinsman  
Mayflower  
Murray Hill  
Outhwaite  
Tremont  
Milford

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## SEC. 6—SPECIAL TEACHERS

A—One (1) special teacher assigned to the Department of Medical Inspection at the salary of \$1,200 per school year.

B—Teachers in the seventh and eighth grade manual training shops shall receive a minimum salary of nine hundred (\$900) dollars for the first year and one hundred dollars increase annually until a maximum of fifteen hundred (\$1,500) dollars is reached.

C—Teachers of Physical Training in the High Schools shall be eligible to salaries indicated in First and Second Classes only, of the High School Salary Schedule.

D—Special teacher of Physical Training in the Elementary Schools shall receive a minimum salary of seven hundred (\$700) dollars for the first year and one hundred (\$100) dollars increase annually until a maximum of twelve hundred (\$1,200) dollars is reached.

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## SEC. 7—SPECIAL SCHOOLS

### A—Blind

One (1) Special Teacher.....\$1,500

Other teachers to be paid 10 per cent in addition to the foregoing elementary salary schedule. (Sec. 5-C.)

### B—Boys' School

One (1) Principal.....\$2,000

One (1) Assistant Principal..... 1,155

Other teachers to be paid 10 per cent in addition to the foregoing elementary salary schedule. (Sec. 5-C.)

### C—Elementary Industrial

One (1) Director, with salary as a Manual Training Teacher,

Other teachers to be paid 10 per cent in addition to the foregoing elementary salary schedule. (Sec. 5-C.)

### D—Deaf

One (1) Principal.....\$1,600

Other teachers to be paid in accordance with the foregoing elementary salary schedule. (Sec. 5-C.)

### E—School for Cripples

One (1) Principal.....\$1,400

Other teachers to be paid in accordance with the foregoing elementary salary schedule. (Sec. 5-C.)



## **SEC. 8—EVENING SCHOOLS**

There may be employed in the Evening Elementary and High Schools between Oct. 1 and June 1 of each year, not to exceed 22 weeks exclusive of vacations, the following number of teachers at the salaries specified for the time actually employed.

One (1) Supervisor for Elementary Schools at \$4 per evening, for not to exceed 5 nights per week. Forty-one (41) or more teachers at \$2 each per evening for those having less than three years' experience in Elementary School work and \$2.50 per evening for those having three or more years' experience in Elementary School work.

One (1) Supervisor at \$4 per evening at not to exceed five nights per week, and twenty (20) or more teachers for High and Manual Training Schools at \$3 each per evening.

Whenever the average attendance for one week in the Evening Elementary or High Schools falls below fifteen in any class, that class shall be closed immediately.

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## **SEC. 9—SUMMER SCHOOLS**

### **A—Assistant Superintendents and Supervisors**

If assigned to summer school service the salary of Assistant Superintendents and Supervisors shall be prorated upon the basis of their yearly salary.

### **B—High Schools**

The hours and compensation of teachers shall conform to those of the regular school year, provided, however, that the person appointed or assigned to act as principal shall be paid the salary of a First Assistant Principal of fifth class with three years' or more experience.

### **C—Elementary Schools**

The compensation of teachers shall be four-fifths time, based upon the salary paid for the

regular school year. One teacher in each building may be assigned as Assistant Principal, to be paid, in addition to her four-fifths time regular salary, at the rate of fifty dollars (\$50) per year of thirty-eight (38) weeks.

## **SEC. 10**

Upon the passage of this Salary Schedule by the Board of Education, all former rules and regulations on the same subject are rescinded.

# **RULES AND REGULATIONS OF THE DIVISION OF MEDICAL INSPECTION**

## **Chief Supervisor**

**Rule 1.**—The Chief Supervisor shall have charge of and be responsible for, subject to the direction of the Director of Schools, the work of the Department of Medical Inspection.

**Rule 2.**—The Chief Supervisor shall be on duty the entire calendar year.

## **Assistant Supervisors**

**Rule 3.**—Assistant Supervisors—(Medical Inspectors)—must give not less than three and one-half ( $3\frac{1}{2}$ ) hours' service each school day to school work and at such other hours as conditions may require. Hours of service of the Assistant Supervisors shall be arranged by the Chief Supervisor.

## **Supervising Nurse**

**Rule 4.**—The Supervising Nurse shall have charge of and be responsible for, subject to the direction of the Chief Supervisor, of all school nurses.

## **School Nurses**

**Rule 5.**—All School Nurses must give their entire time to school work.

## **Hours of School Nurses**

**Rule 6.**—The hours of duty of School Nurses shall be from 8:30 A. M. to 4:30 P. M. on each

school day, with lunch period as provided by the Supervising Nurse. School Nurses may end their work at 12 o'clock noon on Saturday.

### **Supervisor of Lunch Rooms**

**Rule 7.**—The Supervisor of Lunch Rooms, subject to the direction of the Chief Supervisor, shall have charge of, and be responsible for, the conduct of lunch rooms and all feeding of children in the Cleveland Public Schools.

**Rule 8.**—The Supervisor of Lunch Rooms shall be on duty the entire calendar year.

### **Curator of School Gardens**

**Rule 9.**—The Curator of School Gardens, subject to the direction of the Chief Supervisor, shall promote and supervise all garden work as assigned to the Division of Medical Inspection and Physical Education.

**Rule 10.**—The Curator of School Gardens shall be on duty the entire calendar year.

### **Absence from Duty**

**Rule 11.**—When, for any reason, an Inspector or Nurse is unable to report for duty, the Supervisor's office must be notified immediately by telephone. This notification must be followed as soon as possible by a written statement, giving in detail the reason for such incapacity.

**Rule 12.** Leave of absence from duty for other reasons than illness, of Inspectors, Nurses or other employees in the Division of Medical Inspection and Physical Education, shall be requested by the Chief Supervisor in writing not less than three (3) days prior to the date of furlough desired.

### **Deductions in Salary**

**Rule 13.**—Pro rata deductions from the compensations paid employees shall be made for absences from duty other than as heretofore provided.

### **Co-Operation with School Employees**

**Rule 14.**—The Medical Inspectors and Nurses must make every effort to co-operate with the

principals and teachers. Difference of opinion must not be made the subject of personal controversy, but the facts relating thereto must be reported, in writing, to the Chief Supervisor.

### **Time Books**

**Rule 15.**—Inspectors and Nurses must sign a time book at each school visited, giving time of arrival and departure at each school.

### **Treatment of Pupils**

**Rule 16.**—Pupils who require medical treatment, except in cases of emergency, must be referred to the parents, with reasons therefor.

### **Reports**

**Rule 17.**—Inspectors' and Nurses' reports of work performed must be mailed the same day to the Chief Supervisor. All reports must be signed by the Inspector, marked with the number of the district and name of the school. Daily report forms must be used. The report card is to be filled out with the number of school visited, time of arrival at, and departure from each school, number and character of examinations made, and number of and reasons for exclusions.

### **Meetings**

**Rule 18.**—Inspectors and Nurses shall report in person to the Chief Supervisor at such times as may be designated.

### **Instruction**

**Rule 19.**—Inspectors and Nurses shall take advantage of every favorable opportunity to give instructions in ways and means of promoting physical welfare of pupils and teachers.

### **Supervisors' Duties**

**Rule 20.**—Each Inspector must be assigned by the Chief Supervisor to a group of schools. The Inspector must prepare a time schedule for his group of schools, allowing for daily visits to each school, for inspection for contagious diseases. This schedule must be approved by the Chief Supervisor and a copy forwarded to school principals.

## **Cases Excluded**

**Rule 21.**—Pupils showing signs or symptoms of dangerous communicable diseases, including smallpox, diphtheria, scarlet fever, measles, chickenpox, whooping cough, mumps, or of pulmonary tuberculosis in an active state, sore throat and colds in the head, must be excluded.

## **Pulmonary Tuberculosis**

**Rule 22.**—In every instance of exclusion for pulmonary tuberculosis the pupil to be referred to the parents or family physician. A special report must be made to the Chief Inspector in each case, giving reasons in full and action taken unless the exclusion was made on report from the City Department of Health.

## **Reports to City Department of Health**

**Rule 23.**—Cases of smallpox, diphtheria, scarlet fever, measles, German measles and chickenpox, must be immediately reported by telephone to the City Department of Health, such report to be followed by postal card. The pupil must not be re-admitted to school unless a certificate from the City Department of Health is presented.

## **Code**

**Rule 24.**—Code numbers are to be used in written communications involving all matters pertaining to Rules 22, 23 and 24.

## **Pediculosis**

**Rule 25.**—Cases of pediculosis with live pediculi, when in the judgment of the Inspector they are a menace to the other children in the school, must be excluded or treated by Nurse with consent of parents until under control.

## **Eye and Skin Diseases**

**Rule 26.**—Pupils affected with communicable eye and skin diseases, whose parents have persistently refused to obtain treatment, must be excluded and reported to the City Department of Health by postal card and notification card sent to parents with reasons therefor.

## Neglect

**Rule 27.**—Pupils whose parents neglect to secure treatment may be treated by School Nurses under direction of Inspector, the consent of the parents to be obtained, if possible. This rule applies to pupils affected with—

- (a) Acute conjunctivitis.
- (b) Pediculosis.
- (c) Skin diseases, including ring worm of scalp, face or body, scabies, favus, impetigo and molluscum contagion.

## Trachoma

**Rule 28.**—Trachoma cases are to be referred to the School Nurse and Inspector for instruction, never for treatment.

## Exclusions

**Rule 29.**—Excluded pupils must be furnished with an official exclusion card by Inspector, properly filled out and sealed. Any pupil may be excluded from being examined by School Inspector, provided said pupil brings a medical inspection card, properly filled out by family physician in accordance with the rules and regulations of the Board of Education, without expense to the Board of Education.

## Diagnosis

**Rule 30.**—Pupils referred by the Inspector to the Nurse for instruction or treatment must be given a slip by the Inspector, upon which is written the Code Number indicating the diagnosis of the affection and course to be pursued.

## Re-Admission

**Rule 31.**—Pupils returning after mumps and whooping cough may be re-admitted at the discretion of the Inspector with the consent of the City Department of Health. Pupils excluded for tuberculosis may be re-admitted only upon order from the City Department of Health. Pupils or teachers must not be admitted to the class room who have been absent two or more days for an unassigned cause before being ex-

amined by an Inspector, if the principal or nurse has any reason to believe that the pupil or teacher has been absent on account of illness unless a release from quarantine signed by the City Department of Health is presented.

### **Routine Inspections**

**Rule 32.**—(a) At the beginning of each term and as often thereafter as the Chief Supervisor may order, each Inspector must take a routine class room inspection of each pupil in the schools in his charge. The eyelids, throat, exposed skin and hair of each pupil are to be examined. The Inspector may instruct pupils to pull down eyelids, open the mouth, show the hands, and in case of girls lift up the back hair. Wooden tongue depressors are furnished by the Department and a separate one must be used for each pupil where such use is indicated. No tongue depressor is to be used more than once under any circumstances.

(b) All cases of diseases found are to be recorded on the index cards with the data in appropriate columns by the Inspector. A card or cards must be made out for each class room and the index must be kept in an accessible place in each school or room. Code numbers must always be used to indicate the kind of disease.

(c) When a pupil is found to be affected with a marked disabling form of physical defect, full data regarding this particular defect must be recorded on the physical record form. In these cases the predominant defect only need be noted, the pupil awaiting complete examination in regular order.

(d) All pupils ordered under treatment, but not excluded, are to be instructed to report to the School Nurse at a definite time. Thereafter the Nurse will control these cases and report them to the Inspector.

### **Physical Examinations**

**Rule 33.**—(a) After the performance of duties, as provided in Rule 33, are completed, the prin-

cipal is to be requested to instruct the pupils to report, in turn, to the Inspector for physical examination.

(b) Examinations are to be made in the following order, unless otherwise ordered:

First—Children entering school for the first time.

Second.—In the regular course, beginning with pupils of the lowest grades and proceeding to the higher grades in regular order.

Third.—Classes of the same grades are to be examined in regular order in each school of the group.

(c) Each pupil must be thoroughly examined for the following conditions:

1. Defective vision.
2. Defective hearing.
3. Defective nasal breathing.
4. Hypertrophied tonsils (Tur.) and Adenoids post nasal.
5. (S) Exposed Lymph-Nodes.
6. Pulmonary diseases. (If suspected, secure permit card from parents.)
7. Cardiac diseases. (If suspected, secure permit card from parents.)
8. Chorea and Epilepsy.
9. Orthopedic defects manifest.
10. Malnutrition.
11. Defective teeth, general observation.
12. Palates.

(d) A complete record of each physical examination must be made on the pupil's record form. The condition in each case is to be indicated by placing the Code Number in the appropriate column.

(e) Each defective pupil must be given a parents' notification form, properly filled out.

(f) When the pupil's record blank has been filled out, the Inspector must sign it after confirming the correctness of all data. When the Nurse reports she is unable to obtain treatment for the pupil, the Nurse must make at least one



visit to the home and endeavor to obtain treatment before terminating the case.

(g) Regular visits must be made on school days and at any other times designated by Nurses at the homes of pupils found to be suffering from non-communicable physical defects, and instruction given the family as to the necessity of treatment.

### **Sanitary Inspection**

**Rule 34.**—Inspectors and Nurses must observe and report to the Chief Supervisor any unsanitary condition existing in school buildings or on school grounds.

### **Nurses' Duties**

**Rule 35.**—Each Nurse must be assigned to duty in a district of schools. She must visit each school following the time schedule arranged for her by the Chief Supervisor so far as practicable.

### **Instruction and Treatments**

**Rule 36.**—In a room designated for that purpose, the Nurse must receive each morning all pupils referred to her by the Inspector. The slip bearing the Code Number must be in each instance accepted for the diagnosis of the disease and appropriate instruction or treatment be given by Inspector under the direction of the Chief Supervisor. Treatment is not to be employed except in cases of emergency, or when specifically instructed by the Chief Supervisor.

### **Physical Defects**

**Rule 37.**—The Nurse must obtain each day from the Inspector the physical record of each case examined on that day. The Nurse must fill out for each case a notice to the parents on an official blank, requesting the parents to report to the Nurse at the school. This notice is to be given to the principal, who will sign it and mail it to the parents. The Nurse must instruct the parents at the school regarding the necessity of treatment for the pupil.

## **Record Form**

**Rule 38.**—Pupil's record form must be filled out with appropriate data in indicated columns, showing the nature of treatment received.

## **Emergency Cases**

**Rule 39.**—In the absence of the Inspector, the Nurse may treat any emergency case requiring immediate attention, referring all such cases to the parents for future care, making careful record of same and referring to the Chief Supervisor.

## **Information**

**Rule 40.**—The Nurse must be ready to give any information to the Inspector or Principal as to the pupils under her care. She must not interfere with rules relating to the government of pupils.

## **School Principals**

**Rule 41.**—At all times the Inspector and Nurse must recognize supreme authority of the Principal in all matters relating to school regulations.

## **Inspections by Nurses**

**Rule 42.**—The Nurse must make a continuous routine inspection of the pupils in each classroom. The eyelids, throats, skin and hair of each pupil are to be examined. The Nurse or Inspector must instruct the pupil to pull down the eyelids, open the mouth, show the hands, and in case of girls lift up the back hair. Wooden tongue depressors are furnished by the Department and a separate one must be used for each pupil for such use as indicated. Tongue depressors are not to be used more than once under any circumstances.

## **Communicable Diseases**

**Rule 43.**—All cases of suspected communicable diseases found by teachers are to be called to the attention of the Inspector, or in his absence, to the attention of the School Nurse, who shall advise the City Department of Health by telephone, said telephone notice to be followed by postal card confirming information thus given.

## **Record Cards**

**Rule 44.**—Pupil's record cards are to be kept by the class room teacher. The Nurse may be permitted to employ without force the thermometer per mouth in all cases of suspected communicable diseases.

## **Home Investigation**

**Rule 45.**—If, after three days, the parents of pupils in whom physical defects have been diagnosed, and who have been notified of same, do not visit the Nurse at the school, the Nurse must visit the parents at home, explain the condition and urge the necessity of treatment. The Nurse must be familiar with local facilities for obtaining treatment and must give general instruction regarding proper food, ventilation, cleanliness and general hygiene. Before any case is referred to a free dispensary, a thorough home investigation must be made.

## **Re-Visits**

**Rule 46.**—Re-visits must be made in each instance until evidence of treatment is shown, or parents refuse treatment. No case is to be determined on account of inability to obtain treatment, until it has been referred to the Chief Supervisor.

## **Dispensary**

**Rule 47.**—If the parent is unable to take the pupil to the dispensary, the Nurse may do so, but must previously obtain, in writing, a request to that effect, signed by the parent or guardian.

## **Communicable Cases**

**Rule 48.**—Inspectors and Nurses shall not come to their school work directly from visits to communicable diseases.

## **Reporting Defects**

**Rule 49.**—Report of treatment by a Nurse of each defect is to be made upon pupils' recorded form; date of school consultations, dispensary and home visits must be noted on this blank. This form must be referred to the Inspector,

who will sign it, if the evidence is satisfactory, and refer the same to the Chief Supervisor when so ordered.

### **Supplies**

**Rule 50.**—All medical supplies must be kept under lock and key, by Principal, and all forms used in the work in good order and accessible to the Medical Inspector and Nurse.

### **Future Orders**

**Rule 51.**—All written orders hereafter issued to Inspectors, Nurses and other employes in the Division of Medical Inspection and Physical Education shall be accepted as a part of the rules and regulations as herein provided.

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## **RULES AND REGULATIONS FOR THE GOVERNMENT OF CUSTODIANS SECTION I.**

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### **GENERAL RULES**

#### **Requirements for Appointment**

**Rule 1.**—A person eligible for the position of custodian of a school building in the City School District of the City of Cleveland, must have passed the Civil Service Examination for said position, and his name appear on the eligible register as published by the Civil Service Commission for the grade in which appointment is to be made.

Written statements from past employers covering a period of five years previous to date of appointment must be furnished, upon request, by those eligible for appointment.

#### **Age Limit—Character**

**Rule 2.**—A custodian on the date of his appointment must be not less than twenty-four years of age, and not more than forty-five years

of age, of good moral character and not addicted to the use of intoxicating liquors.

### **Conformity to Laws, Etc.**

**Rule 3.**—The custodian shall abide by and conform to all laws of the State of Ohio, Rules and Regulations of the Board of Education, and orders of the Director of Schools or his authorized agent.

### **License**

**Rule 4.**—The custodian of a school building in which there is a steam heating plant, shall have an engineer's license to conform with the Law of the State of Ohio.

### **Scope of Duties—Damage, Theft, Etc.**

**Rule 5.**—The custodian shall have charge, subject to the direction of the chief custodian, of the building or buildings, the school grounds, heating and ventilating system, and all mechanical equipment to which he has been assigned.

Should damage occur to heating or ventilating system or any mechanical equipment, report shall at once be made to the chief custodian. Any other damage to school property or theft, fire or emergency of any kind, shall be promptly reported to the general foreman.

### **Illness and Other Absences**

**Rule 6.**—Personal illness of a custodian sufficient to incapacitate him for service, and all absence from duty shall be immediately reported to the chief custodian, who shall at once assign some person to have charge of the school plant until the custodian returns.

A custodian absent from duty because of illness will be provided with a substitute for a period not to exceed fifteen days, in any one calendar year, the cost of such substitute to be paid by the Board of Education.

On and after the expiration of the fifteen-day period as hereinbefore provided, the substitute custodian shall be paid by the Board of Education, and the amount paid such substitute shall be deducted at the time from the pay of the custodian absent from duty.

## **Opening and Closing Building**

**Rule 7.**—The custodian shall devote his entire time to the building or buildings under his charge. He shall report at the building or buildings every day except Sunday or national legal holidays not later than 7:45 A. M. and remain at the building until 4:45 P. M. Eastern Time.

The lunch period of the custodian shall be the thirty (30) minutes immediately following the close of the morning school session.

During vacation periods, the custodian may be absent from the building for lunch between 12 and 1 o'clock P. M.

During all lunch periods, the custodian shall shut down the heating plant and leave a reliable person in charge of the building.

The custodian may close the building and leave school premises at 12 o'clock noon each Saturday unless workmen are employed in the building or other school activities requiring the use of building are in progress, and in the event it be necessary to keep a building open on any Saturday afternoon, the custodian of such building or a reliable person employed by him shall remain as long as required and lock up the building. The custodian must open, remain in charge of and close any building authorized to be opened for any purpose in the evening.

A custodian must not absent himself from school premises during the hours prescribed for duty without permission from the chief custodian.

## **Daily Inspection**

**Rule 8.**—The custodian or a reliable person employed by him shall make a personal inspection of the building under his charge at least once each Sunday and every holiday.

## **Closing Building**

**Rule 9.**—The custodian shall see that everything is safe, and no children left in the building before securing the exits at the close of each day. Before leaving the building for the day,

he shall see that all exits, windows, coal and manhole covers are securely locked.

### **Admission of Children**

**Rule 10.**—School buildings shall be opened for the admission of children to the basement twenty (20) minutes before the commencement of the morning and afternoon sessions. During stormy weather the building may be opened earlier at the request of the principal.

### **Pupils Not to be in Building**

**Rule 11.**—Pupils must not be permitted to enter or remain in the school building after hours, on Saturdays, holidays or during any vacation period.

### **Location of Custodian**

**Rule 12.**—The custodian, if possible, before he leaves his office or boiler room, shall place on his desk a note stating where he can be found.

### **Smoking**

**Rule 13.**—The carrying of lighted cigarettes, cigars or pipes into buildings under the control of the Board of Education is strictly forbidden. Custodians are directed to enforce this rule.

### **Character of Employes**

**Rule 14.**—Every precaution must be taken by the custodian in order that only persons of good character be employed by him. No male help unable to speak English shall be employed.

### **Names and Addresses to be Refused**

**Rule 15.**—The custodian must not furnish to any person, names and addresses of pupils and teachers in his respective building.

### **Telephone Trouble**

**Rule 16.**—The custodian shall cause immediate notice to be given the Trouble Clerk of the Telephone Co., whenever the telephone in his building is out of order.

### **Repairs**

**Rule 17.**—The custodian shall make small repairs to cover emergency conditions. If ad-

justable furniture is used, he shall make such adjustments in the height thereof, as may be required, excepting in cases where twelve (12) or more need adjusting. In this case, they shall be adjusted by the Board of Education workmen. All repairs and changes required to be done by the Board of Education workmen, are to be reported in writing to the general foreman.

### **Receipt of Keys—Care of Property**

**Rule 18.**—The custodian shall, at the end of each school year, receive from the principal or principals, all keys under their care. He shall check the same against the inventory and report to the chief custodian any shortage thereof. During the vacation period careful watch must be kept on all supply closets, store-room, teachers' closets, etc., as the custodian will be held responsible for the loss, due to neglect on his part, of school property in his charge. He shall not permit property of the Board of Education to be removed from the school building by any person except on a written order from the Director of Schools or his authorized agent.

### **Courtesy to Associates**

**Rule 19.**—Custodians are directed to extend to all associates in the building every possible courtesy and comply with requests from the principal as far as possible, except as they conflict with existing rules. Co-operation and harmony must prevail between principal, teachers and custodians. All requests from teachers must come through the principal to the custodian.

### **Vacations**

**Rule 20.**—Two weeks' vacation with full pay shall be allowed all custodians in each calendar year, also all firemen, engineers and oilers at East and West Technical High Schools, provided a reliable person is left in charge of the school plant. Applications for vacations must be made in writing to the chief custodian on or before June 15 of each year, all vacations to end not



later than August 31 of each year. All applications must be approved by the chief custodian.

### **Acceptance of Money**

**Rule 21.**—The custodian must not, under any circumstances, accept for services money or other consideration of value, from any person, club, firm or corporation without first securing the approval of the Director of Schools.

### **Lowering of Shades.**

**Rule 22.**—Daily, at the close of school and on Saturdays, Sundays and holidays, all window shades throughout the building are to be drawn half way, that is, to the meeting rail of sash.

### **Other Duties**

**Rule 23.**—Custodians are expected to perform such other duties, not inconsistent with those above defined, as may be deemed necessary by the chief custodian, approved by the Director of Schools.

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## **REPORTS AND DELIVERIES**

### **SECTION II.**

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#### **Time Reports**

**Rule 1.**—Custodians are to fill out a semi-monthly time report, stating the number of class rooms used for regular instruction, and number of class rooms and recitation rooms used for other activities. This report must be in the office of the Division of Buildings prior to the 15th and 30th of each month.

#### **Requisitions for Supplies**

**Rule 2.**—Requests for supplies shall not be made except on the regular requisition blanks provided for this purpose. Custodians must confine themselves to one requisition per month, excepting only supplies not carried in the store-room, for which a requisition may be issued at any time.

All requisitions must be in the office of the Division of Buildings on or before the 24th day of each month.

## **Direct Delivery**

**Rule 3.**—The custodian will receive a copy of orders for supplies to be shipped direct to his building from dealers. When goods are received, check same as to quality and quantity, sign the copy of order and immediately return same to the Division of Buildings. Keep delivery slips from dealers for your record.

## **Laundry**

**Rule 4.**—Towels going to the laundry must be carefully counted and put in bundles securely tied and marked, keeping the different kinds, face, bath and miscellaneous, in separate bundles. Face towels are to be put up in bundles of 50, 75 and 100. Bath towels in lots of not less than 10. When clean towels return from the laundry, same must be carefully counted and all shortages reported.

Towel receipts are made in triplicate form. The original is to be sent to the Division of Buildings, the duplicate given to the driver, and the triplicate retained in the book for your record.

All towels must be ready for the driver on the morning of the day set for the collection of the same.

## **Care of Deliveries**

**Rule 5.**—When perishable or valuable material, which is subject to damage by weather conditions or theft, is delivered to your building, the custodian must give the driver assistance in the delivery of material from the wagon to the inside of the building. Orders for material call only for delivery to the door.

When shrubbery is delivered to the building, the custodian must see that the same is either healed in or kept moist until such time as the gardener is able to take care of it.

## **Ash and Rubbish Receipts**

**Rule 6.**—Receipts for ashes and rubbish are made in triplicate form. The original is to be mailed to the Division of Buildings, the duplicate the custodian must give to the contractor,

and the triplicate is to remain in the book for your record.

The custodian must see that these tickets are made out properly, stating the number of yards on each load, and specifying whether it is ashes or rubbish. The custodian must also see that the wagon is of the proper dimensions and each wagon filled to the top.

### **Coal Reports**

**Rule 7.**—Upon the delivery of coal, the custodian will receive from the driver of the coal wagon two (2) delivery slips. Sign these slips, return one to the driver, and mail the other to the Division of Buildings.

The custodian must fill out and forward by mail to the Division of Buildings each week on printed form which is furnished for this purpose, an approximate amount of coal on hand.

### **Temperature Report**

**Rule 8.**—The custodian of buildings where temperature recording instruments are installed, shall between October 1 and April 1 keep a record of temperature by class rooms on a printed form furnished for this purpose, and mail this record to the Division of Buildings each Saturday.

### **Checking Deliveries**

**Rule 9.**—Before signing receipts for gravel, sand, top soil, manure, etc., the custodian must be sure that the wagon box is not undersize, and that the amount delivered corresponds with the amount called for on the receipts.

### **Reporting Activities**

**Rule 10.**—All activities outside of the regular school work must be reported on printed form furnished for this purpose. Give the date, time of opening and closing of the building, where the activity is held, by whom conducted, the attendance and the amount paid to the custodian. State whether the payment to the custodian is made by the Board of Education or by the organi-

zation having the permit, and the amount of same.

These reports must be mailed to the Division of Buildings every Saturday.

### **Employes' Time Record**

**Rule 11.**—When an employe of the Board of Education arrives at the building to work, the custodian must have him sign his name on the Time Distribution book. The custodian must fill in the time of arrival and departure of the employe, the description of the work, job number and the time in hours and minutes that said employe is at the building. The custodian must sign this report, daily mail the original to the time-keeper, and the duplicate to the Payroll Clerk, Headquarters, and retain the triplicate in the book for his record. Under no circumstances are the employes to fill in anything except their names.

### **Time Books**

Time Distribution books are to be kept under lock and key at all times, and no slips are to be signed until ready to deliver to the employe.

Workmen employed by the Board of Education have the following hours: 8:00 A. M. to 12:00 M., 12:30 P. M. to 4:30 P. M. Should Board of Education employes not adhere to the above hours, the custodian must notify the general foreman in writing.

### **Contract Work—Time and Material Record**

**Rule 12.**—When work is being performed in any building by contractors on the time and material basis, the custodian of that building is to use the Repair Time Report Book. This in no manner applies to Board of Education employes whose record of hours worked is to be reported by the custodian as provided in Rule 11 of this section.

In filling out the Repair Time Report form, the custodian must give the name of the school, the date the job is started and the date it is finished; the firm name, description of work,

order number, name of workmen, their occupation and the hours worked each day. Material used by contractors shall be reported on a separate sheet of paper, which must be attached to the Repair Time Report.

### **Reports of Damage**

**Rule 13.**—The custodian is to report at once to the principal, and report in writing to the general foreman, any damage done to school property by pupils, giving the name and class rooms of pupil, nature and amount of damage.

### **Inventory**

**Rule 14.**—At the end of every school year the custodian shall take an inventory of all serviceable supplies and equipment, on blanks furnished for this purpose. This inventory must be in the office of the chief custodian before June 30.

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## **SANITATION SECTION III.**

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### **Sweeping**

**Rule 1.**—The custodian must see that all rooms, including halls, are swept each school day. Where the building is equipped with a vacuum cleaner, the same must be used for the cleaning of all floors. In buildings not so equipped, a sweeping compound must be used in quantities to prevent dust. Do not sprinkle sweeping compound over the entire floor before sweeping. A handful or two, depending upon the size of the floor space to be swept, should be thrown along the floor at a point where sweeping is started, and then carried along in sweeping over the entire surface.

Sweeping of class rooms and halls must be finished one hour before the opening of school in the morning. Work of this nature must not be done in class rooms, and halls, during the noon intermission, excepting kindergarten rooms, which must be swept twice each day, and regular class rooms where they have manual training

work during the morning session. These rooms must be cleaned of shavings before the afternoon session.

Basements and auditoriums may be swept during school hours, providing sufficient sweeping compound is used to prevent dust from rising or the vacuum cleaner is used.

### **Dusting**

**Rule 2.**—Custodians must see that all furniture and woodwork is thoroughly dusted every day. Dusting must be finished at least thirty (30) minutes before the opening of school. Dusting should not be done immediately after sweeping any room as time should be given for dust to settle.

The use of feather dusters is forbidden.

### **Mopping**

**Rule 3.**—Custodians must see that at least once every four (4) weeks during the school year all floors, including auditorium, are thoroughly mopped. Gymnasium must be mopped at least twice each month, and if used in the evening, must be mopped every week. Kindergartens and domestic science rooms, offices and dispensaries must be mopped every week during the school year.

### **Cleaning of Woodwork, Etc.**

**Rule 4.**—Custodians must see that all woodwork, pupils' desks and other furniture is kept clean at all times during the school year. Before the beginning of the school year and during Christmas and spring vacations, the woodwork pupils' desks and other furniture must be thoroughly washed. Pupils desks must be washed both inside and out, including the iron work, during summer vacation.

### **Window Cleaning—Glazing**

**Rule 5.**—The custodians must have all windows of their buildings cleaned at least once each month during the school year. All broken lights of glass must be replaced at once by the

custodian. In cases where the size of glass exceeds seven hundred (700) square inches, the glazier will be sent to replace same. In making requests for glass to be replaced, the custodian must state the size of glass to be replaced, and whether or not the glass is in stock at the building.

### **Window Jacks**

**Rule 6.**—The custodian must use and see that his help use window jacks, provided for the glazing and cleaning of windows.

### **Basement Condition**

**Rule 7.**—The custodian of a building must see that the basement is kept clean, wholesome and orderly at all times. Accumulation of material, refuse or waste paper of any kind must not be permitted.

During the summer vacation the basement must be thoroughly cleaned throughout and all walls and ceilings whitewashed, excepting in cases where pressed brick, glazed material or metal work is used. Special attention must be given to the toilet rooms, closets, and fresh air chambers.

### **Water Closets**

**Rule 8.**—The custodian must see that all closets and urinals are in repair every school day and thoroughly cleaned at least once every week during the school year. The spray in Latrine system closets must be kept running while closets are in use. Special attention must be given to the spray pipe in the old style Latrine closets, so that the small holes in pipe do not become clogged with sediment or rust. Urinals are to be hosed down at least four (4) times a day during the school year, after the opening of school in the morning, after recess and noon periods, and again after the close of school for the day. Water, which supplies the closets and urinals must be turned on just before the opening of school in the morning, and shut off at the close of each school day. Closet seats must be inspected several times during the day

to see that they are in a sanitary condition. Careful inspection of the walls of toilet room must be made and any writing found thereon removed at once.

### **Baths and Lavatories**

**Rule 9.**—The custodian shall see that the bath room, wash stands and drinking fountains are in thorough repair and are maintained in a sanitary condition at all times. Bath rooms must be washed out after each day's use. The custodian shall have everything in readiness, such as toilet soap and towels, and water heated to the proper temperature for bathing purposes upon request of the principal. He shall see that the bath supervisor is supplied with towels.

### **Soap, Towels, Etc.**

**Rule 10.**—The custodian shall keep a sufficient supply of toilet paper in the toilet rooms of his building. Soap and towels shall be kept in all wash rooms for the use of the pupils.

### **Stairs and Attic**

**Rule 11.**—The custodian must see that material is not stored in the attic or under the stairs. He must see that these places are kept clean at all times.

### **Playgrounds and Lawns**

**Rule 12.**—The custodian shall see that playgrounds are clear of paper and other refuse, and sidewalks swept. Lawns must be kept clear of paper and refuse, and must be kept cut, trimmed and watered. Weeds and grass must not be allowed to grow on the play-ground under fences, etc.

### **Sidewalks**

**Rule 13.**—The custodian shall remove all snow and ice from sidewalks within the time fixed by corporation ordinances, excepting on school days, when it shall be removed before 8:00 A. M.

### **Painting**

**Rule 14.**—The custodian must see that all iron and wood fences, storm and outhouses,



outside doors of the buildings and screens in outside basement windows are painted during the summer vacation, if necessary. Write the general foreman, if in doubt.

### **Possession of School Rooms**

**Rule 15.**—The custodian is to have possession of all school rooms not later than forty-five (45) minutes after the close of the afternoon session.

### **Use of Supplies**

**Rule 16.**—The custodian shall use such economy in the use of supplies as is consistent with the proper care of his building.

### **Special Instructions**

**Rule 17.**—The custodian must keep a copy of all special instructions. These instructions are to be considered a part of the rules.

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## **MECHANICAL SECTION IV.**

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### **Permission to Examine Equipment**

**Rule 1.**—The custodian shall refuse to allow any person to examine mechanical equipments contained in his building unless such person has written permission so to do signed by the Director of Schools.

### **Loaning Tools**

**Rule 2.**—The custodian shall refuse to contractors the use of school supplies, such as hammers, chisels, saws, pails, ladders, etc. All contractors must furnish their own tools and appliances. An exception may be made for small emergency repairs.

### **Protection of Buildings**

**Rule 3.**—The custodian shall shut off the service switch on both the power and light current, and close main water supply valve upon leaving the building for the day. In freezing weather, he must see that all pipes are thoroughly drained. As an additional safeguard, the cus-

todian shall in extremely cold weather keep up sufficient heat in his building over Saturday and Sunday, vacation and holidays, to maintain a temperature throughout the building sufficient to prevent damage by freezing to the building or contents.

### **Temperature**

**Rule 4.**—The custodian shall have the temperature of all rooms, occupied for school purposes, not less than 60 degrees Fahrenheit at 8:30 A. M. on each school day, and shall maintain a temperature between 68 and 70 degrees Fahrenheit throughout such rooms (with the exception of the gymnasium, in which a temperature should be maintained between 60 and 65 degrees Fahrenheit) from 8:30 A. M. until school is dismissed.

### **Mechanical Repairs**

**Rule 5.**—The custodian will be held accountable for lack of heat in his building, if it should appear that through timely notice to the chief custodian, sufficient repairs could have been made to prevent the closing of the school building or any part thereof.

### **Ventilating**

**Rule 6.**—The custodian shall have the ventilating apparatus in full and complete operation at the opening of school each day, and operate same to its full capacity during the school sessions unless otherwise directed by the chief custodian.

### **Reporting Repairs**

**Rule 7.**—If at any time the heating, ventilating or temperature regulating systems are in need of repair, the custodian must at once notify the chief custodian of the fact in writing, giving definite information as to what repairs are needed, and as to what he believes to be the cause of the trouble.

### **Repairs by Custodians**

**Rule 8.**—The custodian shall make such small repairs to heating and ventilating systems, lights, etc., as he may be able to do. These repairs are

the same in kind as any engineer would be expected to make in any plant he might be operating. In case repairs are necessary to machinery, motors, boilers, lights, etc., beyond his ability, he shall immediately report the same in writing to the chief custodian. All worn-out and leaking washers, gaskets, etc., must be replaced at once.

### **Cleaning of Ducts, Etc.**

**Rule 9.**—All ducts shall be cleaned out every six (6) months or more frequently if necessary. In connection therewith, stems of thermostats and thermometers in ducts and chambers shall be carefully and thoroughly cleaned, so that air can get to the sensitive parts of the same. Oil feeders on blower bearings must be given careful attention, and no oil allowed to drip from bearings.

### **Operation and Care of Boilers**

**Rule 10.**—No fire shall be started in any boiler until the custodian has by personal examination satisfied himself as to the sufficiency of water in such boiler, and that all valves connected therewith are properly set and in perfect working order. The water column must be blown down twice daily; in the morning, before starting fire or closing furnace doors, and before the beginning of the afternoon session, so as to remove all sediment and to find true level of water in the boiler. No blow-off or stop-valves connected with the boiler shall be operated unless under personal supervision of the custodian. Gauge cocks must be opened frequently to free them from sediment and to prove that gauge glass shows true level of water in the boiler. Safety valves must be lifted from seat before the opening of school every morning.

Boilers must be blown down at least one gauge every day. Boiler tubes must be cleaned at least every week.

### **Furnaces**

**Rule 11.**—The custodian must not allow ashes to accumulate in ash pit or combustion chamber. Clinkers must not be allowed to remain in the

fire. Careful attention must be paid to the sides and bridge wall, to prevent clinkers from accumulating.

### **Engineers**

**Rule 12.**—During school hours, when steam pressure is on the boiler, the custodian or a competent assistant must remain in or about the boiler room. Engines are to be started only by the custodian or under his personal supervision.

### **Furnace, Boiler and Engine Room**

**Rule 13.**—The custodian must see that furnace, boiler and engine rooms are at all times kept clean and tidy. All tools and material must have their place and the same be kept there. The custodian must keep all valves, engines and pumps packed, and not permit them to leak.

### **Clocks—Correct Time**

**Rule 14.**—The custodian shall regularly wind and regulate clocks throughout the building. During vacation he shall clean, oil and adjust all clocks. The custodian must report promptly in writing to the chief custodian if he is unable to repair clocks.

The clock used for ringing the signal bell must carry correct time, and all other clocks throughout the building must be adjusted accordingly. Correct time may be secured by calling the time-keeper at Headquarters.

### **Technical Schools' Heat and Light**

**Rule 15.**—The custodian of the East and West Technical High Schools shall furnish heat and light upon request of the principal at any time after school hours, providing written notice is given the custodian by the principal two (2) hours before closing of the afternoon session.

The custodian of either the East or West Technical High Schools upon leaving the building shall place the building in charge of his first assistant custodian. The first assistant custodian shall comply with all requests of the principal, insofar as they do not conflict with

existing rules, and shall report the same to the custodian upon his return.

### **Cleaning of Boilers**

**Rule 16.**—At the close of the school year in June the custodian must remove all ashes, etc., from boiler tubes, smoke pipes, combustion chambers, base of chimneys and from all fixtures. Boilers must be thoroughly cleaned and everything put in shape ready for inspection by the inspector of boilers. After boilers are inspected by the inspector of boilers, they must be re-filled to the top with fresh water, leaving the top man-hole plate off.

### **Engine, Cleaning Etc.**

**Rule 17.**—The custodian must remove all packings from piston rods, valve stem of engine and pumps, take off cylinder and steam chest covers, clean cylinders valve seats, and piston rods, and oil them with cylinder oil. Must remove all dirt and grease from and around engine frames, pumps, motors, blowers, fans and other machinery. All bright work must be well coated with cylinder oil. All pumps must be drained and water shut off. He must remove belt from engines, motors and shaftings, clean and store same in a dry place for the summer. In all schools where heating is controlled by Webster Vacuum System, the custodian must remove all strainers from piston and thermo valves, and wash same thoroughly in gasoline.

### **Painting of Heating Parts**

**Rule 18.**—The custodian must see that all furnaces, stack heaters, stoves and all pipes and connections are thoroughly cleaned. Stoves shall be polished and all black iron work of boiler fronts, coils in plenum chambers, furnaces and stack heaters shall be painted.

### **Care of Motors**

**Rule 19.**—The custodian must see that all dynamos, motors and starting devices are kept perfectly clean and free from metallic substances, moisture, oil and dust. All oil gauges and grooves

must be kept in working order. Before the opening of school in September, Christmas and spring vacations, he must remove plug or other closing devices on the under side of oil chambers. He must draw off the oil, clean the chamber out carefully and refill with fresh oil. The custodian must see that under no circumstances oil chambers are filled above the overflow line. (This is an important matter, as the oil will run into the armature, causing damage to the same.) If your motors run hot, see if proper amount of oil is in the oil chamber. If so inspect all fuse boxes and see if any of the fuses are blown. (Induction motors will run with one fuse blown.) If the custodian finds the fuse blown, he must replace with same size fuse. Under no circumstances is he to use heavier fuse. In case the replaced fuse continually blows out, he is to notify promptly the chief custodian. Carbon brushes must be kept clean and free from metallic substances and bear evenly upon the commutators. When cleaning, lay the smooth side of sand paper (not emery cloth) upon the commutator and draw back and forth. Take out and wash the copper brushes thoroughly in kerosene. When cleaning the commutators, take a piece of cloth, putting a small amount of vaseline upon the same and fold over once, so just the vaseline which soaks through the cloth will get on the commutator. Before starting motors, see that the starting lever is in the off position. Then throw in main switch and move starting lever step by step until the magnet holds it in the on position. To stop motors, draw main switch and see that the starting lever returns to the original position. Where a compensator is provided, set same in the off position and close main switch. Move the compensator switch lever to starting position and when the motor comes to speed, throw the switch quickly to running position. To spot motors, throw compensator switch in off position. Motors without starting devices are to be started and stopped by opening and closing of switch near the motors.

Under no circumstances are motors to be started from the main service switch. All ventilating motors in attic are to be started from the switch near the motor. Under no circumstances are these motors to be started from the basement.

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## DISPLAYING OF NATIONAL COLORS SECTION V.

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### State Law

**Rule 1.**—The costodian must cause to be displayed the United States National Flag upon the school building or on the flag staff in yard as provided by Section 7621 of the Ohio School Laws. This Section of the School Laws provides that the United States National Flag must be displayed on school houses or on the flag staff in the yard during all school sessions in fair weather. The National Flag shall be displayed on the inside of the school house on all other days.

### Holidays, Etc.

**Rule 2.**—In addition to the days provided in Rule 1 of this Section, the National Flag shall be displayed on the school building or on the flag staff in the yard on the following days from 8:00 A. M. to 4:00 P. M.:

January 1—New Years' Day and Anniversary of Issuance of the Emancipation Proclamation in 1863.

January 13—Establishment of Public Schools in Cleveland, 1837.

February 12—Lincoln's Birthday.

February 15—In Memory of the American Sailors Who were Killed While Doing Duty on the Battle-ship Maine, Havana Harbor, Cuba. (Half Staff).

February 22—Washington's Birthday.

March 1—Admission of Ohio as a State, 1803.

April 9—Surrender of Appomattox, Close of Rebellion.

April 15—Death of President Lincoln, 1865. (Half Staff.)

April 19—Battle of Lexington and Concord. Opening of the Revolution.

Arbor Day—Fixed by Proclamation of the Governor.

May 30—Memorial Day.

June 14—Flag Day.

July 4—Independence Day.

July 22—Cleveland Day.

September—Labor Day.

September—The Day of Opening of the Schools.

September 10—The Victory of Lake Erie, 1813.

September 14—Death of President McKinley, 1901. (Half Staff.)

September 19—Death of President Garfield, 1881. (Half Staff.)

October 12—Columbus Day.

November—Thanksgiving Day, as Fixed by President's Proclamation.

December 22—Forefathers' Day.

December 25—Christmas Day.

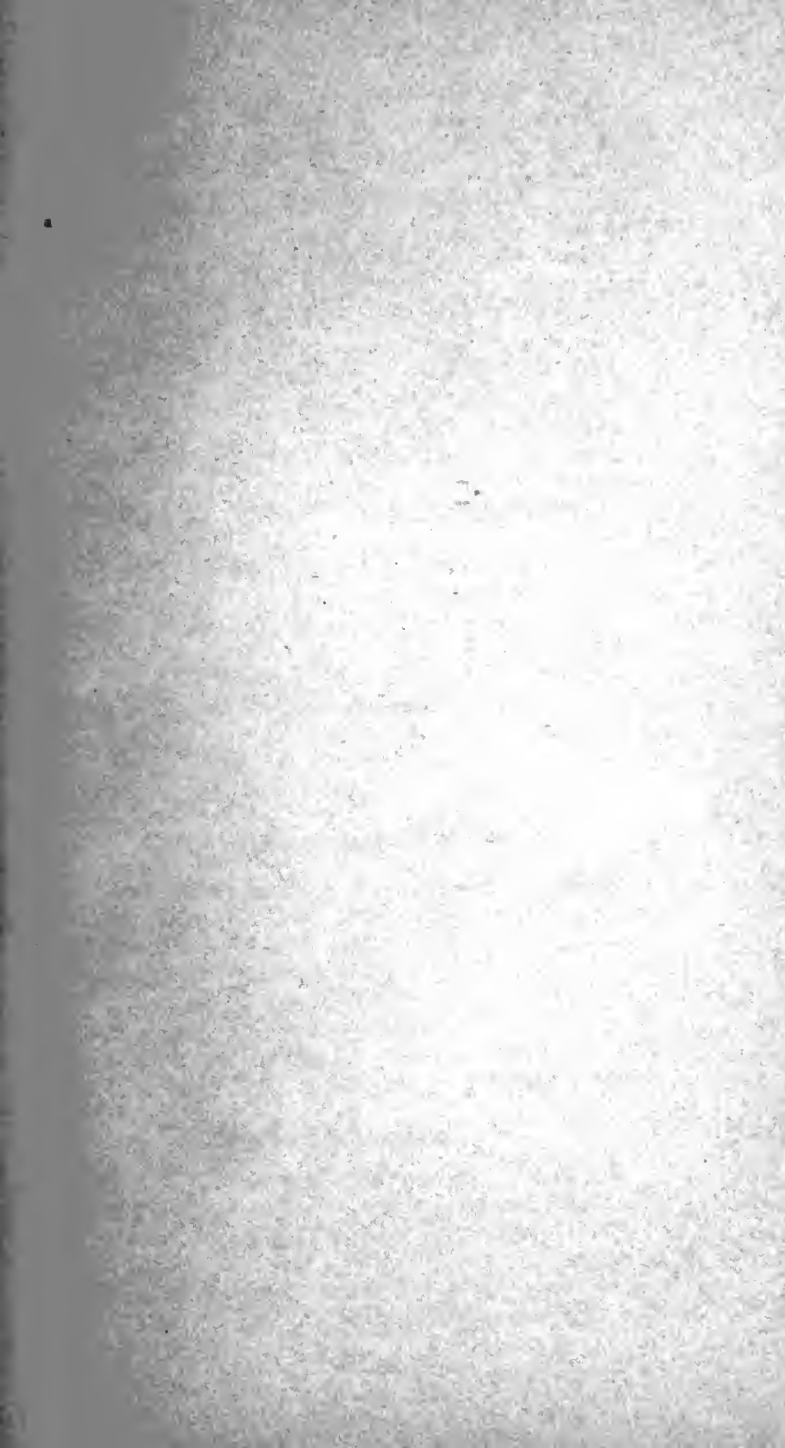
### Display of Flag

**Rule 3.**—No other flag other than the United States National Colors shall at any time be displayed as hereinbefore provided. Flags must not be kept flying after 4:00 P. M., unless on orders from the Director of Schools, and in no instance shall special orders for the display of the National Colors be given by any person other than the Director of Schools.

### Death of Teacher

**Rule 4.**—Upon the death of any regular teacher employed within the school district, the custodian of the building at which said teacher was teaching at the time of her death, shall place the flag of said building at half-mast for the period of three days.









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